

City of Hailey – Sign Permit Application

Submittal Date: ____/____/____

Name of Business or Project: _____

Name of Business Owner: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____

Email Address: _____

Legal Description of Property: Lot(s) _____, Block _____, Subdivision _____

Street Address of Property: _____

Current Zoning of Property: _____

Name of Owner of the Property: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____

Email Address: _____

Property Owner Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application. For a multi-tenant building, if no master sign plan has been approved, the owner is required to submit a Master Sign Plan (Hailey Zoning Code §8.2.4.B.2)

Property Owner's Signature: _____ Date: ____/____/____

See Section 8.2 of the Hailey Zoning Ordinance. Complete sign permit applications will be reviewed by the Planning Staff within ten days of the receipt of the complete application and the application fee and either approved, denied, or returned with requested modifications.

Any interested party may appeal in writing any final decision of the Administrator to the Commission by filing an appeal with the Administrator within ten (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the ten (15) day period, the decision shall be deemed final.

Fees:	<i>Cost of additional noticing, recording fees, and other direct costs will also be assessed.</i>	<u>FOR CITY USE ONLY</u>
Sign Permit.....	\$30.00	CIRCLE WHICH IS
Inspection fee for portable sign in public right-of-way, if applicable.....	\$50.00	APPLICABLE
Annual renewal and inspection fee for portable sign in public right-of-way.....	\$50.00	

The following items **MUST BE submitted** with the application for the application to be considered complete (✓):

- ___ A site plan drawn to scale which specifies: the linear footage of building frontage on the primary facade, the location of the sign structure, or drawings which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.
- ___ Colored rendering or scaled drawing including: color samples, dimensions of all sign faces, descriptions of materials to be used, and manner of construction and method of attachment. For portable signs, method of weighting or anchoring of sign.
- ___ For portable signs to be located within the public right-of-way, a site plan drawn to scale which specifies the right-of-way, the adjacent property, and the location of the proposed portable sign.
- ___ A lighting plan for the sign, if applicable.
- ___ A copy of a State of Idaho Electrical Installation Permit for any internally lit or neon sign (Idaho Division of Building Safety (208) 334-3950 http://dbs.idaho.gov/Permit_Forms/permit_app.pdf)
- ___ Signage worksheet – only for signs larger than 4 sq. ft. (on the reverse side of this application).

City Use Only -
Certified Compete by: _____
Date: ____/____/____

City of Hailey - Signage Worksheet

MAXIMUM SIGNAGE ALLOWANCE per building

Building frontage = _____ linear feet x 2 = _____ Allowance Total: _____ sq. ft.

When a building has multiple ground floor entrances to units, building frontage is determined by taking an average of each frontage. The max sign area for each unit is determined by dividing the total sign area allowed for the building by the number of units. Any building with only one unit or businesses shall not exceed 75 sq. ft. of signage, regardless of the building frontage

EXISTING SIGNAGE ON BUILDING:

Total Existing: _____ sq. ft

Count all signage on the building including other tenants in the building.

For a multi-tenant building, the owner is required to submit a Master Sign Plan.

Allowance Balance: _____ sq. ft

WALL

Area allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft.

Area Proposed: _____ sq. ft

(Façade area = side of building where sign will be located)

2nd WALL, if applicable

Area allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft.

Area Proposed: _____ sq. ft

HANGING

Area Allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft.

Area Proposed: _____ sq. ft

Ground clearance: _____ feet (8 ft minimum)

PROJECTING

Area Allowed: Façade area = _____ sq. ft. x 10% = _____ sq. ft.

Area Proposed: _____ sq. ft

Extension from building surface: _____ feet (4 ft maximum)

Ground clearance: _____ feet (8 ft minimum)

FREESTANDING – one allowed per principle building

Area Allowed: 48 sq. ft. max if perpendicular to street; 24 sq. ft. per side
24 sq. ft. max if parallel to street; 12 sq. ft. per side

Area Proposed: _____ sq. ft

Height of sign: _____ feet (12 ft maximum height)

Ground clearance: _____ feet (8 ft minimum if projecting over the public right-of-way)

PORTABLE – one per business or building unit

Area Allowed: Maximum 3 ft. in height and 2 ft. in width

Area Proposed: _____ sq. ft

AWNING

Area Allowed: Copy area is limited to the valance of the awning

Area Proposed: _____ sq. ft

WINDOW

Area Allowed: Area of window = _____ sq. ft. x 50% = _____ sq. ft.

Area Proposed: _____ sq. ft

(No more than 50% of any window may be covered)

Total Area Proposed: _____ sq. ft

Allowance Balance: _____ sq. ft