



## SIGN APPLICATION

Receipt # \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Proposed Sign Address: \_\_\_\_\_  
City State Zip Code

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

### **Legal Description of subject property:**

Addition: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Local Contractor: \_\_\_\_\_ Phone \_\_\_\_\_

### **PROPOSED SIGN INFORMATION:**

SIGN PERMIT	SIGN TYPE	SIGN SIZE	ELECTRICAL
<input type="radio"/> New	<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Relocate	<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)	<input type="radio"/> Externally Illuminated
<input type="radio"/> Alteration	<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)	<input type="radio"/> Internally Illuminated
<input type="radio"/> Reface	<input type="radio"/> Wall Mounted – Projecting	_____ Total Height (ft)	<input type="radio"/> Changeable Copy
<input type="radio"/> Temporary	<input type="radio"/> Canopy	<input type="radio"/> Within 500' US Hwy	<input type="radio"/> Moving Marquee
	<input type="radio"/> Other	Estimated Value _____	

**Proposed Sign Lettering** \_\_\_\_\_

### **EXISTING SIGN (S) INFORMATION:**

TYPE	SIZE
<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)
<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)
<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)
<input type="radio"/> Wall Mounted – Projecting	_____ Total Height
<input type="radio"/> Canopy	
<input type="radio"/> Other	

TYPE	SIZE
<input type="radio"/> Freestanding – Pole	_____ Height (ft/in)
<input type="radio"/> Freestanding – Pylon	_____ Width (ft/in)
<input type="radio"/> Wall Mounted – Flush	_____ Surface Area (sq/ft)
<input type="radio"/> Wall Mounted – Projecting	_____ Total Height
<input type="radio"/> Canopy	
<input type="radio"/> Other	

### **Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All sign permit applications shall be submitted as scaled drawings with detailed sign layout drawings, building elevations and site plans (8 1/2" X 11" min.). Existing and proposed sign locations must be shown, easements, rights of way, and all public/private roads clearly marked on the site plan. Inspections are required for each sign installed.

I certify that the submitted information is true and correct and that all exhibits attached hereto and transmitted herewith are true.

\_\_\_\_\_  
Applicant's Signature Date:

**NOTE: Applications which are approved must conform to all zoning ordinances and building codes. All work done under this permit must be constructed as shown on this application.**

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**OFFICE REVIEW** - Date: \_\_\_\_\_

Attached drawing of sign with dimensions? \_\_\_\_\_

Attached site plan showing proposed location of sign? \_\_\_\_\_

**SIZE**

Lot frontage \_\_\_\_\_ ft  
Existing signs \_\_\_\_\_ sq/ft  
Existing + proposed sign \_\_\_\_\_ sq/ft  
+/- Signage \_\_\_\_\_

**GROUND SIGN**

Distance from property line (ft) \_\_\_\_\_ Height [< 30'] \_\_\_\_\_ ft. /in  
Distance from right-of-way (ft) \_\_\_\_\_ Height sign base [> 9'] \_\_\_\_\_ ft. /in  
Distance from US Hwy (ft) \_\_\_\_\_ Overhang [< 6'] \_\_\_\_\_ ft/in

**APPROVED**       **DISAPPROVED**

\_\_\_\_\_  
Building Official Date

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**INSPECTION**

Sign Contractor \_\_\_\_\_ Permit No \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Permit No \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  **APPROVED**     **DISAPPROVED**



# City of Altus Planning

## **D** COMMERCIAL SIGN REQUIREMENTS

### **SUBURBAN COMMERCIAL DISTRICT – SC**

Business signs, poster boards, bulletin boards, or other similar display in the Suburban Commercial (SC) District shall conform to the following requirements.

**A. General.** One business sign not exceeding 32 square feet in surface area and identifying the business or activity conducted on the premises may be erected on each street frontage of the parcel. In the case of a shopping center containing a group of businesses and/or activities on one lot, one accessory building sign may be erected on the lot identifying the shopping center. Such accessory sign shall not exceed 50 square feet in the area. Ground signs shall not exceed the height of the building in which the principal use is located or 20 feet, whichever is lower. No business sign shall be located within 50 feet of a residential district if visible from such district. Illumination, if any, shall be by constant light and not be visible from any residential property or public roadway.

**B. Real Estate Sign.** A real estate sign advertising the sale, rental or lease of the premises may be erected on each street frontage of the development. The sign shall not exceed 16 feet in surface area and 15 feet in height, and illumination, if any, shall be by constant light.

**C. Location.** All signs in the SC District shall be erected upon private property and shall not encroach upon any public street, alley or walk except as provided by the applicable codes of the City. Signs may overhang the street and alley property lines a maximum of 72 inches provided they are a minimum of 9 feet above grade.

**D. Integration with Building.** All advertising signs relating to any office or other use shall be designed as an integral part of the structure and shall be harmonious with the other design features of the Improvement.

### **AUTO-URBAN COMMERCIAL DISTRICT – AC**

### **URBAN CENTER – UC**

### **BUSINESS PARK – BP**

### **INDUSTRIAL DISTRICT – I**

Business signs, poster boards, bulletin boards, or other similar display in the AC, UC, BP and I Districts shall conform to the following requirements:

**A. General.** Business signs not exceeding in the aggregate one square foot of display surface area per one lineal foot of street frontage may be erected on each street frontage of the parcel. Ground signs and billboards shall not exceed 30 feet in height. No sign or billboard shall be located within 50 feet of a residential district if visible from such district. Illumination, if any, shall be by constant light and not be directly visible from any residential property or public roadway.

**B. Real Estate Sign.** A real estate sign advertising the sale, rental, or lease of the premises may be erected on each street frontage of the development. The sign shall not exceed 50 square feet in surface area nor 15 feet in height, and illumination, if any, shall be by constant light.

**C. Location.** All signs shall be erected upon private property and shall not encroach upon any public street, alley or walk except as provided by the applicable codes of the city. Signs may overhang the

street and alley property lines a maximum of 72 inches provided they are a minimum of 9 feet above grade.