***City of Springfield***

**ZONING APPLICATION FOR PERMIT FOR SIGN**

(Permit Fee is $25.00 per Sign)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Type of Sign(s) Proposed:

Freestanding Sign - Attached to the ground by columns, poles, braces, ect., not attached to building.

Monument Sign - Attached to a permanent foundation or base, not attached to building, pole, post, ect.

Projecting Sign – Attached directly to a building and extends more than 24 inches.

Wall Sign – Attached directly to a building; includes mansards, canopies, awnings, and roofs.

* If you are constructing a Freestanding or Monument Sign with a footer, please attach building permit.
* If you are constructing a sign requiring electrical service, please attach an electrical permit.

NOTE: A PRELIMINARY REVIEW MAY BE REQUESTED PRIOR TO OBTAINING BUILDING OR ELECTRIAL PERMITS

Sign Dimensions: (Length x Width = Square Footage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Height: (Vertical distance as measured from the highest point to the to finish grade at base. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Contractor is required to have a valid City License*

ATTACH WITH APPLICATION - PLAN(S) SHOWING:

* Accurate property lines with dimensions.
* The proposed structure being constructed with outside dimensions.
* The dimensions from the proposed structure to property lines.
* All existing structures with outside dimensions and use. (Example - Garage, Residence, Shed, etc.)
* The dimensions from the proposed structure to existing structures.
* Any additional information necessary for determining conformance with the Zoning Laws or as requested by the reviewer.

*The City of Springfield reserves the right to request a copy of the subject property deed and/or survey and IS NOT responsible for determining the property line locations. That is the responsibility of the applicant. IF the property lines are uncertain, a land survey, by the property owner, may be required.*

*This application will be reviewed and responded to within 2 weeks of the application date.*

Contractors performing construction are required to prevent unnecessary runoff and protect the drainage structures, neighboring properties and infrastructures in the area with proper silt check devices and repair any damage incurred by their construction, per the Stormwater Ordinance (2023-018).

**ZONING PERMIT DISCLAIMER**

I do hereby affirm and agree that I will observe all existing easements whether apparent or not and understand that it is my responsibility to determine the location and extent of all easements.

I do hereby affirm and agree that I will determine and comply with all applicable requirements and regulations of the City of Springfield Zoning Ordinance, the City of Springfield Stormwater Ordinance, the Utility Companies that serve the subject property, including but not limited to the Springfield Water and Sewer Commission, the City of Springfield Public Works Dept., and the State of Kentucky including but not limited to the Ky. State Building Code and the requirements of the State Highway Department. I do hereby certify and state, pursuant to KRS 198B.060(10), that all contractors and subcontractors employed or that will be employed on any activity covered by this permit shall be following the Commonwealth of Kentucky’s requirements for Worker’s Compensation Insurance (KRS Chapter 342) and Unemployment Insurance (KRS Chapter 341).

I do also hereby affirm and agree that I will determine and comply with any subdivision restrictions or regulations, deed restrictions and regulations of the City of Springfield Zoning, Subdivision and Stormwater laws. I also certify that the setbacks shown on this permit application are accurate to the best of my knowledge and that I have done my utmost to determine true and accurate property boundary lines.

I hereby certify that I have read the above statements carefully and understand my obligations. I do hereby release the City of Springfield and its staff, boards and commissions of any liability relating to my failure to meet the obligations stated above.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

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Office Use Only

**Application # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(MMDDYY-A)

Permit Application reviewed by the Springfield Water & Sewer Commission for accessibility and location of water and sewer service. The signatures on the attached form indicate there are no issues with the water and sewer service.

**Is SWSC Zoning Application Approval Form Attached YES**\_\_\_\_\_\_\_\_\_ **NO** \_\_\_\_\_\_\_\_\_

Approved \_\_\_\_\_\_\_ Disapproved \_\_\_\_\_\_\_ Variance Required \_\_\_\_\_\_\_

Application Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Reviewed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot Zoning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERMIT** Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Valid for 12 months from approval date. If the project is not complete within that year, a permit extension may be provided by the Enforcement Officer, if requested in writing*

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