

CITY OF HUXLEY

515 N. Main Ave.
Huxley, IA 50124
PHONE: 515.597.2561

SIGN PERMIT APPLICATION

**** Submit to utilities@huxleyiowa.org**

\$100 Fee + additional SF fee (\$2 per square foot -min. of \$25.00)

Temporary signs of 30 days or less will not have a fee

IMPORTANT! **REVIEW AND APPROVAL OF THIS PERMIT TAKES APPROXIMATELY 7-10 BUSINESS DAYS**
Work authorized by this permit must begin within 6 months of the permit approval date.

	NAME	ADDRESS	E-MAIL ADDRESS	PHONE NUMBER
Owner				
Contractor				

	NAME	E-MAIL ADDRESS	PHONE NUMBER
Primary Contact			

Address of Sign _____

Type of Sign: Monument _____ Wall _____ Window _____ Other _____

Length of time sign will be displayed: Temporary (list dates to be displayed) _____ (\$25.00)

Permanent (\$2.00 per square foot with minimum of \$25.00) _____ Other _____

Dimensions of sign: _____ Total square feet: _____

A sign plan and site plan must be attached to this form. Include the following information:

- Site map showing location of sign in relation to the boundaries of the lot where the sign is to be located and the location of buildings and structures on the lot.
- Full dimensions of sign as proposed with manufacturer's specifications (if available).
- Two (2) blueprints or ink drawings of the plans and specifications and method of construction and attachment to the building or ground.
- Written consent of the owner of the building, structure, or land to which or on which the sign is to be erected. The lease between landlord and tenant will constitute written consent.
- The name of the person, firm, corporation or association that is registered with the City of Huxley to do the work of installing or erecting the sign.
- Graphic representation of the sign facing including materials.
- Such other information as the building official shall require showing full compliance with sign regulations and all other laws and ordinances of the City which may be applicable, including the intended duration of temporary signs.

I hereby acknowledge that I have read and completed this application and state that its contents are true and accurate. I agree to comply with all Ordinances of the City and all State laws regulating construction. Failure to comply with the code is a misdemeanor offense. This application will be returned to you if all the information is not completed. I, the undersigned, understand that I am responsible for correctly locating the property lines to place the sign per City of Huxley Sign Ordinance, 165.32. It is a property owner's responsibility to obtain and follow relevant sections of the Huxley City Code. See Chapter 165-Zoning Regulations.

The owner of this building and the undersigned agree to conform to all applicable laws of the City of Huxley and the State of Iowa.

Signature of Applicant _____ Date _____

DO NOT WRITE IN SPACE BELOW - FOR OFFICE USE ONLY

Fee Calculation - Safe building review (\$100) + Total square feet _____ x \$2.00 per square foot = \$ _____

Approved By _____ Permit Fee _____ Approval Date _____

SITE PLAN

Number of Buildings Now on Lot _____ Use of Buildings Now on Lot _____

Proposed Use for New Improvement _____

