

What is needed for Sign Permit:

The below information is what is required in order for our office to process any application for sign permit. Processing of any sign permit may take up to ten (10) working days. Processing will not begin until all of the below information is provided and/or the sign permit application is entirely completed. Incomplete applications or missing documents may result in the denial of the permit.

Property Documentation

- If this is a new tract of ground, you will need to bring us a **recorded** copy of the new deed. This means the copy you bring should have the Kosciusko County Recorders stamp on it.
- You will also need to provide us with the property **Key Number** which may be obtained in the **Kosciusko County Auditors office or from a Tax Statement**.
- We will also require the property owner's name, mailing address, phone number, and existing address for the property if applicable.
- In some instances proof of consent from the property owner may be required.

Detailed Site Plan Must Show:

- **Lot Size:** Diagram should indicate the dimensions of your property and where your property lines are located.
- **Existing Buildings:** Diagram must show all existing, drives, buildings, structures located on the property at the time of application, and the distance each is from the property lines to the closest point of the proposed structure.
- **New Signage:** On the diagram show the location of the new signage and its proposed location. Including the dimensions of all new signage, the setback from existing property lines, waters edge, and road right-of-ways. These setback measurements should be taken to the closest point. You should indicate the **North** direction and label all roads, watercourses, and lakes.
- **Profile of the proposed signage:** Pictures or diagrams of the proposed sign with dimensions.
- **If applying for more than one sign on a single property a single application may be utilized as long as supporting documentation is sufficient.**

Contractor

- You will need to provide the name, address, and phone number of the contractor if it is different then the property owner.

State Permit

- Where an off-premise sign is applied for on a State Regulated Highway an approved State Permit must be presented at time of application.

*Certain projects may require additional information that is unforeseen and may be required as specified under section 4.45 of the Kosciusko County Zoning Ordinance or as prescribed under and hearing approvals.

** Signage regulations may be found on our website at www.kcgov.com within the Kosciusko County Zoning Ordinance section 3.19.

Kosciusko County Area Plan - Application for Sign Permit

Please fill out this application using inches/feet (use feet or inches to label) and print all information

| | |
|----------------------|-------------|
| For office use | |
| Permit Number: _____ | Date: _____ |
| Status: _____ | |

Name of Business that the Sign is For: _____

Address Location of the Sign: _____

Property/Land Owner: _____

Key Number: _____ Case #: _____ Zoning: _____

Type of Sign: (Lighted / Not – Lighted) (Pole/Freestanding / Mounted on Building)

Total Square Footage of Existing Signs on site (including wall mounted signs): _____

Width of Principal Structure (complete for on premise only): _____

Total Area of Sign: _____ Width: _____ Height: _____

Distance from ground to the top of the sign: _____

Distance of sign from all road Right of Ways: _____ & _____

Distance of sign from intersection: _____, Name of Roads: _____ & _____

The sign will be (please circle one) ON PREMISE / OFF PREMISE / PROPERTY DEVELOPMENT

Land Owner: _____ Phone: _____

Sign Owner: _____ Phone: _____

Sign Installer: _____ Phone: _____

I hereby certify that the information given above is to the best of my knowledge true and correct. I further certify that I am authorized by the owner to make the foregoing application, and that before construction is started, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance. I further understand that it is my responsibility to be aware of any laws or regulation either State or Federal which may affect this proposed installation. I assume responsibility for being aware of restrictive covenants (plat or deed), which may affect this proposed improvement. I recognize that I have six (6) months to complete this improvement. It is the applicant's responsibility to check for any County regulated drains or drainage easements located on this property. This information can be obtained in the County Surveyor's office.

Signature of Applicant or Agent: _____ Date: _____

Name and Address Permit is to be Mailed to (Please Print): _____

(This section for office use only.)

This Permit has been Granted Denied The Permit Fee is in the amount of \$ _____

Date: _____ Authorization Signature: _____