



Department of Community Development Services
Division of Planning & Zoning

300 S Madison Avenue
Greenwood, Indiana 46142
317-881-8698

APPLICATION FOR SIGN PERMIT

PERMIT NUMBER: _____

Submit application via email to: signpermits@greenwood.in.gov

Application is hereby made to erect or improve signage on the premises as described herein as shown in the accompanying signage representation, and to be located as shown on the accompanying plot plan which represents the property in its entirety including all buildings, signage, roads, and property lines.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or any material or dimensional alteration contrary or ambiguous to the accompanying plans subsequent to the issuance of this permit and without the approval of the Planning Commission shall constitute sufficient grounds for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

1. Date of Application _____ Date Approved _____ Date Issued _____

2. Name of Applicant _____ Phone _____

Email _____

3. Name of Business/Project _____

4. Proposed Premises of Sign (address) _____

5. Party Erecting Sign _____ Phone No. _____

6. Attach identification of the property owner, including contact information and proof of consent.

7. Attach a scaled site plan of the location of the proposed sign on the property, including setbacks.

8. Attach scaled drawings or pictures of sign or façade, including dimensions (height, width and length).

9. Type of Sign _____ Sign Face Area _____ Is Sign Illuminated? _____

10. If pole or ground sign, list sign height, total square feet, and setback from the right of way: _____

11. List all existing signs on the premise: _____

12. Zoning of Property _____ Zoning of Adjacent Parcels _____

Cash [] Check [] Check Number _____

Table with fee information: Sign Permit Fee \$ _____, Technology Fee \$ 10.00, TOTAL FEE \$ _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said structures or improvements will be completed in good workmanship. Should said work not begin in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT/OWNER: _____

SIGNATURE OF PLAN COMMISSION REPRESENTATIVE: _____