



# City of Victor, Idaho Sign Permit Application

Permit #: SP \_\_\_\_\_

IWORQ: \_\_\_\_\_

Date Received: \_\_\_\_\_

Unit 101, 10 South Main St. | PO Box 122 Victor, ID 83455 | Ph: 208-787-2940 | Fax: 208-787-2357 | www.victorcityidaho.com

Please refer to the Land Development Code Chapter 11.3 for sign standards and exemptions.

**BUSINESS/ORGANIZATION:** \_\_\_\_\_

**\*APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\* If the applicant is someone other than the owner, a notarized statement authorizing applicant to act as an agent for the owner must accompany this application.

**APPLICANT MAILING ADDRESS:** \_\_\_\_\_

**APPLICANT EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**LOCATION OF PROPOSED SIGNS:** \_\_\_\_\_

**INDICATE THE NUMBER OF SIGNS & THE SQUARE FOOTAGE OF THE PROPOSED SIGN(S):**

\_\_\_\_\_ **WALL SIGN** \_\_\_\_\_

\_\_\_\_\_ **PROJECTING/CANOPY/HANGING SIGN** \_\_\_\_\_

\_\_\_\_\_ **FREESTANDING SIGN** \_\_\_\_\_

\_\_\_\_\_ **PORTABLE/SANDWICH BOARD SIGN** \_\_\_\_\_

\_\_\_\_\_ **ENTRY SIGN** \_\_\_\_\_

\_\_\_\_\_ **OTHER** \_\_\_\_\_

**DESCRIBE THE MATERIALS THE SIGN WILL BE MADE OUT OF:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIBE HOW THE SIGN WILL BE MOUNTED OR MATERIALS USED TO SUPPORT THE SIGN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WILL THERE BE LIGHTING ASSOCIATED WITH THE SIGN: YES/NO** \_\_\_\_\_

*IF YES, PLEASE DESCRIBE THE TYPE OF LIGHT AND LUMEN OUTPUT* \_\_\_\_\_

\_\_\_\_\_

**ARE THERE EXISTING SIGNS ON SITE: YES/NO** \_\_\_\_\_

*IF YES, PLEASE DESCRIBE THE TYPE, SIZE, MATERIAL AND ANY LIGHTING ASSOCIATED WITH THE SIGN* \_\_\_\_\_

\_\_\_\_\_

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# APPLICATION SUBMITTAL REQUIREMENTS

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- SIGN COPY:** A scaled drawing of the sign including dimensions of all sign faces; descriptions and colors of material to be used for sign faces and support structures, including all posts and hardware. Drawing must be in color.
  
- SITE PLAN:** Drawn to scale which specifies the location of the building and sign(s) in relationship to streets, buildings and property lines, recorded easements, and proposed new sign structure, as well as the size, dimensions and location of all existing signs. The site plan must specify the sign location and height. *(Not applicable for wall mounted signs)*
  
- BUILDING ELEVATIONS:** A scaled drawing which specifies the location and height of the proposed new sign, as well as the location and size of any other signs on the building relating to this business. *(Not applicable for non-wall mounted signs)*
  
- LIGHTING PLAN:** A detailed sign lighting plan which clearly indicates the location, type and wattage of all sign lighting fixtures. *(Not applicable if there are no lights proposed)*
  
- MULTI-TENANT SIGN PLAN:** Multi-tenant Sign Plan: Tenants of buildings with multiple occupants must include a copy of the approved overall sign plan and indicate how their proposed sign(s) fit(s) into the approved plan. *(If applicable)*

**In order to expedite the permit process the above criteria needs to be complete. Failure to do so could result in a delayed approval and/or the application being returned until complete.**

I swear (affirm) that any information which may hereafter be given by me shall be truthful and correct.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*OFFICE USE ONLY\***

**FEE - \$127.00**

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_