

# Sign Permit Application



Permit Number (for staff use): BP# \_\_\_\_\_

Expiration Date (for staff use): \_\_\_\_\_

1. This form is only an application until validated by the Town of Mead.
2. Applications must include the applicable \$500.00 deposit and fee per the Town's Fee Schedule available at [townofmead.org](http://townofmead.org). Make checks payable to: **Town of Mead**. The applicant will also be required to reimburse the Town for any costs of outside expert review of technical submissions, regardless of whether escrow is required or the amount of funds required to be submitted in escrow.
3. All information, checklists, and materials must be complete before turning in application to Town of Mead staff.
4. Please review Mead Municipal Code Chapter 16, Article VII for additional requirements.

Submit application by email to [Planning@townofmead.org](mailto:Planning@townofmead.org)

Contact Information	
Applicant	
Applicant:	Email:
Address:	Phone:
Business Name:	Email:
Address:	Phone:
Contractor (must be licensed with the Town of Mead)	
Sign Contractor:	Email:
Address:	Phone:
Sign Erector:	Email:
Address:	Phone:
Project Address:	Subdivision:

Type of Sign Permit (select all that apply)	
<p><b>*A separate building permit may be required for certain signs:</b> Signs including but not limited to those that require illumination, mounting, projecting wall signs, and signs requiring foundations also require building permit application and issuance prior to installation. Please confirm building permit requirements with staff.</p>	
<i>Permanent</i>	<i>Temporary</i>
<i>Revocable</i>	<i>Banner</i>
<i>Residential</i>	<i>Commercial</i>
<i>Illuminated and/or Electrically Activated</i>	<i>Mounted</i>
<i>Foundation needed</i>	<i>Free Standing</i>
<i>Projecting wall</i>	<i>Other:</i>
Project Description:	

Check off all items included in Application packet:

Application Materials (to be attached and submitted with this form)	
	<i>Legible site plans showing specific sign location and setbacks to adjacent property lines and buildings;</i>
	<i>A detailed drawing indicating the dimensions, materials, and colors of the proposed sign structure;</i>
	<i>A graphic drawing or photograph of the sign copy;</i>
	<i>Engineer stamped structural drawings, including mounting, wind load specifications, footings and foundation, and electrical diagrams where applicable;</i>
	<i>If applicant does not own the property on which sign is to be located, a written lease or permission from the property owner of the site on which the sign will be located.</i>

# Sign Permit Application



**Applicant Certifications (initial next to each and sign and date below)**

- \_\_\_\_\_ *I have read this application and certify that the above and attached materials and information are complete and accurate, and agree not to start this project until this application is approved.*
- \_\_\_\_\_ *I acknowledge that Town's approval is limited to the scope of the approved application and information contained therein, subject to any conditions. Any changes to the submitted Sign Permit Application, including sign plans and layout, must be submitted to the Town of Mead for approval prior to starting the project.*
- \_\_\_\_\_ *In carrying out the project upon Town approval, applicant and applicant's contractors, agents, representatives, and employees agree to comply with all applicable rules, regulations, and requirements of the Town of Mead Municipal Code ("Code") and policies, including Code Chapter 16 Zoning and Land Use Regulations, the Town of Mead Design Standards and Construction Specifications, and applicable building code(s) in Code Chapter 18 (collectively, the "Regulations").*
- \_\_\_\_\_ *I acknowledge that violation of the Regulations or permit terms may cause immediate permit revocation and/or additional enforcement action by the Town.*
- \_\_\_\_\_ *I acknowledge that completion of my project may require a separate building permit and will confirm and comply with such requirements, as applicable.*

\_\_\_\_\_

Applicant Signature Date

<b>Staff Use Only</b>	
<i>Sign Permit Review Criteria:</i>	
	<i>Sign meets the requirements of the Town of Mead Sign Code;</i>
	<i>Sign conforms to the requirements of the building and electrical code;</i>
	<i>Sign conforms to the size, height, material, and location requirements of the Zoning Code for the zoning district in which it is located;</i>
	<i>Sign would not interfere with pedestrian or vehicular safety;</i>
	<i>Sign would not detract from the character of an architecturally significant or historic structure;</i>
	<i>Sign would not be located so as to have a negative impact on adjacent properties; and</i>
	<i>Sign would not detract from the pedestrian quality of street or area.</i>

**Conditions of Approval:** Failure to commence sign installation or necessary construction within 180 days of approval voids this permit. Cessation of work for periods of 180 continuous days prior to project completion voids this permit. This permit is not transferable.

**Additional conditions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_