



Pella Planning & Zoning Department

SIGN PERMIT APPLICATION

Document updated on January 1, 2020

SUBMIT FORM TO:

City of Pella
 Planning and Zoning Department
 825 Broadway Street
 Pella, IA 50219

A sign permit shall be required before the erection, construction, alteration, placing or locating of ANY SIGN in Pella and shall be in compliance with [Section 165.33, Sign Regulations](#), of the Zoning Ordinance. Applications for a sign permit must also include an illustration/drawing of the proposed sign and \$15.00 review fee. The Zoning Administrator will review the application for dimensional, numerical, and placement compliance then is reviewed by the Community Development Committee for design review. Incomplete applications will not be accepted by city staff.

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

SECTION 1. SUBJECT PROPERTY INFORMATION

Site Address:	Parcel ID:
Zoning District:	Business:
Project Summary:	

- Type of Sign:** Free Standing Ground Elevated Monument Highway 163 Freestanding Elevated Wall Shingle European Shingle Permanent Window Traffic Directional Restricted Parking Menu Sign Change Panel Commercial Directory Dedication Plaque Project Banner Grand Opening Banner Street Banner Development Joint Identification Institutional Directory Institutional Entryway Institutional Directional Institutional Identification Industrial Directory Industrial Directional Industrial Campus Portable Specialty Memorial Marker Community Entrance Theater Poster Sign

	Length (ft.)	Height (ft.)	Area (sq. ft.)	Building Frontage (ft.)	Zone
Proposed Sign #1					
Proposed Sign #2					
Proposed Sign #3					
Size of Window					

Type of Lighting*: <small>*Neon or exposed bulbs are prohibited</small>	Colors to be Used: 	Materials of Construction:		
		<i>Face</i> Wood _____ Metal _____ Other _____	<i>Frame</i> Wood _____ Metal _____ Other _____	<i>Supports</i> Wall _____ Pole _____ Other _____

We hereby acknowledge that we have read this application, that it is correct, and agree to comply with all City Ordinances and State Laws regulating signs.

Applicant/Owner Signature: _____ **Date:** _____

Erector Signature: _____ **Date:** _____