



IMPROVEMENT LOCATION PERMIT INSTRUCTIONS PERMANENT SIGN INSTALLATION

Department of Municipal Development

1. If the installation is a new sign structure on the premises, then a site plan must be submitted.
A site plan must include the following:
 - A. Lot dimensions.
 - B. All existing permanent structures and their dimensions on the parcel of land.
 - C. Any proposed sign structures and their dimensions on the parcel of land.
 - D. Distances from all existing and proposed structures to the property lines.
 - E. Location of street.
 - F. North arrow.
 - G. Scale to which the site plan is drawn i.e. 1 inch equals 20 foot (1"=20') or 3/32 of an inch equals 1 foot (3/32"=1').
 - H. Address of property to which the sign is being placed.
 - I. Legal description of the property to which the sign is being placed.
 - J. Height of sign structure and sign clearance.
 - K. Name, address and telephone number of property owner.
 - L. Name, address, and telephone number of individual or organization who prepared the site plan.
2. Other pertinent information
 - A. Name, address and telephone number of contractor(s).

After a satisfactory site plan is submitted to the Planning Division, staff will review for approval within 24 hours the issuance of the improvement location permit will be based on compliance with zoning requirements and standards, flood plain requirements and development standards. The Planning Division reserves the right to withhold approval and refer the site plan for further review and/or approval to any board, commission, department or legal counsel.