

SIGN PERMIT APPROVAL GUIDE

APPLICATION CHECKLIST:

1. Scale drawing of proposed sign and exact location on lot.
2. Lighting and construction design.
3. \$25 permit fee, paid upon approval.

PROCEDURE:

1. The administrative official will be charged with review of all sign permit applications based upon the provisions of the code and the other applicable regulations. **See below for additional regulation information.**
2. The administrative official shall have 10 business days from receipt of the completed application to approve or deny the sign permit application. If the administrative official fails to render a decision within 10 business days, the applicant shall be issued a permit for the sign immediately. If denied approval, the applicant shall receive a written explanation of denial.
3. If denied, the applicant may appeal said denial to the Board of Adjustment.
4. Permits for any sign not erected within 6 months of date of issuance shall become void.
5. Any person, firm, or corporation who fails to obtain a sign permit shall be fined not more than \$100.00 for each offense. Each day that such violation continues shall constitute a separate offense.

ADDITIONAL SIGN PERMIT INFORMATION

The following signs are exempted from the sign permit requirements but must comply with all other requirements of this title:

- Memorial signs and building markers
- Election campaign signs
- Signs that are painted on or affixed to glass surfaces of windows or doors and that pertain to the lawful business of the persons located within the building
- Signs advertising the sale of real property
- Banners shall be exempt when used to announce a specific event, provided they are not placed more than 30 days prior to the event and they are removed within 72 hours following the event

The following signs are prohibited within the city limits:

- Unsafe sign
- Traffic hazard signs
- Abandoned signs
- Signs within the public right-of-way
- Roof signs
- Signs painted on or attached to trees, rocks, other natural formations, fence posts, utility poles, or roofs
- Billboards
- Signs on public property, except as authorized by the City of Lonoke or other governmental institutions
- Off-premise signs

The following are exempted from these sign regulations:

- The message and content of signs
- Product dispensers
- Scoreboards and other signs acknowledging sponsors on athletic fields
- Flags of any nations, government, or non-commercial organization
- Gravestones
- Barber poles
- Religious symbols
- Display of street address numbers
- Any display or construction not defined as a sign
- Decorations which are seasonal, clearly incidental and customarily associated with any national, local, or religious observance
- Utility location/identification signs

The following shall apply to all signs in the city unless otherwise provided:

- No sign shall be erected which prevents free ingress and egress from any driveway, parking lot, or structure door, window, or fire escape. No sign of any kind will be attached to any part of a fire escape or building standpipe.
- On any corner lot no sign shall be erected in a way that prevents vision of the roadway between a height of 2 feet and 10 feet within 25 feet along the property line from the property corner.
- No sign shall be placed in any position or in such a manner as to obstruct the vision of the motoring or pedestrian public. This requirement supersedes all other setback and coverage regulations.
- No sign shall interfere with the safe operation of all utilities by being placed within 5 feet of a utility easement or designated utility zone.
- All signs and sign structures shall conform to the applicable building standards adopted by the City of Lonoke. All electrified sign installers and maintenance operators shall be required to submit proof of licensure pursuant to Arkansas State Law

For regulations of signs allowed by zoning district, see **page 51, Section 4.21.9** in the *Lonoke Unified Development Code*.

City of Lonoke
107 W 2nd St.
Lonoke, AR 72086
PHONE: 501-676-4300

SIGN PERMIT APPLICATION

Property Owner
Name/Signature: _____

Spouse
Name/Signature: _____

Sign Location Address: _____

Sign Type and Placement Description: _____

Physical Description of Sign: _____

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

| Name | Address | City | State | Phone No. |
|------|---------|------|-------|-----------|
|------|---------|------|-------|-----------|

Property Owner Signature

| Property Owner Mailing Address | City | State | Zip |
|--------------------------------|------|-------|-----|
|--------------------------------|------|-------|-----|

Phone: _____

Permit No. _____

CITY OF LONOKE
SIGN PERMIT APPLICATION

A survey or scaled drawing of site must be attached to this application showing the following: (If free-standing) All street names bordering the property.

1. Lot size.
2. Any utility easements.
3. Any other buildings or structures on the lot.
4. Distances—
 - a. Front of building to property line.
 - b. Side of building to property line.
 - c. Rear of building to property line.

APPLICATION APPROVAL

Zoning Commission Members: (If applicable)

BUILDING INSPECTOR

FIRE CHIEF (As Applicable)

PERMIT # _____

CITY OF LONOKE
SIGN PERMIT APPLICATION

| | <u>AMOUNT</u> | <u>RECEIPT #</u> | <u>DATE</u> | <u>CLERK</u> |
|----------------------------|---------------|------------------|-------------|--------------|
| Sign Permit Fee Collected | | | | |
| State Sur Charge Collected | | | | |
| Electrical Inspection Fees | | | | |

CONTRACTORS INFORMATION (if applicable)

ELECTRICAL:

COMPANY NAME: _____ PHONE NUMBER: _____

ELECTRICIANS NAME: _____ LICENSE #: _____

BUSINESS ADDRESS: _____

NOTE: All work in excess of \$2000 (labor + materials) must be completed by **licensed contractors** and in accordance with all applicable Federal, State and Local laws and ordinances. Failure to comply with these regulations may result in fines and/or removal of all building materials necessary to complete the proper inspections.

PERMIT # _____