

# City of Hailey – Sign Permit Application

Submittal Date \_\_\_\_\_

Name of Business or Project: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner of the Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Property Owner Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

See Section I7.08A.020.04 of the Hailey Municipal Code. Complete Sign Permit Applications will be reviewed by City Staff within ten days of the receipt of the complete application and the application fee and either approved, denied, or returned with requested modifications. For a multi-tenant building, if no master sign plan has been approved, the owner is required to submit a Master Sign Plan.

Any interested party may appeal in writing any final decision of the Administrator to the Commission by filing an appeal with the Administrator within ten (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the ten (15) day period, the decision shall be deemed final.

Fees: Cost of additional noticing, recording fees, and other direct costs will also be assessed.

Portable Sign Permit.....	\$30.00
Sign Permit (wall signs projecting, freestanding, etc.).....	\$50.00

**FOR CITY USE ONLY**  
CIRCLE WHICH IS  
APPLICABLE

### The following items MUST BE submitted with the application for the application to be considered complete (✓):

- \_\_\_ A site plan drawn to scale or picture which specifies: the linear footage of building frontage on the primary facade, the location of the sign structure, or drawings which show the scale of the sign in context with the scale of the building if the sign is to be mounted on the building.
- \_\_\_ Colored rendering or scaled drawing including: dimensions of all sign faces, descriptions of colors and materials to be used, and manner of construction and method of attachment. For portable signs, method of weighting or anchoring of sign.
- \_\_\_ For portable signs to be located within the public right-of-way, a site plan drawn to scale which specifies the right-of-way, the adjacent property, and the location of the proposed portable sign.
- \_\_\_ A lighting plan for the sign, if applicable.
- \_\_\_ A copy of a State of Idaho Electrical Installation Permit for any internally lit or neon sign (Idaho Division of Building Safety (208) 334-3950 [http://dbs.idaho.gov/Permit\\_Forms/permit\\_app.pdf](http://dbs.idaho.gov/Permit_Forms/permit_app.pdf))
- \_\_\_ Signage worksheet – only for signs larger than 4 sq. ft. (on the reverse side of this application).

Any Sign covering or obscuring windows, doors, storefronts, building entrances, eaves, cornices, columns, horizontal expression lines, or other architectural elements or details is prohibited.

**FOR CITY USE ONLY**  
Certified Compete by: \_\_\_\_\_  
Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_