



City of Richmond
 Office of Planning and Zoning
 239 West Main Street
 Richmond, Kentucky 40475
 Phone: 859-623-1000

SIGN PERMIT APPLICATION

Please Note: This application must be accompanied by a copy of accurately scaled street front elevations, scaled sign renderings and site plan for freestanding signs.

Date: ____/____/____

Cost of Project: \$ _____

Site Address: _____

Zoning District: _____

Building Setbacks: Front _____ Side _____ Rear _____

Assistance may be found at richmond.ky.us for setbacks under Planning and Zoning on the interactive map.

<u>Business Owner</u>	<u>Sign Contractor</u>
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Contact Number: _____	Contact Number: _____
Business License #: _____	Email: _____
	Business License #: _____

GENERAL SIGN INFORMATION

of Existing Signs: _____

- (1) _____ sq. ft.
- (2) _____ sq. ft.
- (3) _____ sq. ft.
- (4) _____ sq. ft.
- (5) _____ sq. ft.

Historic District, H1 Overlay: _____ Yes _____ No

Plans and Elevations Submitted: _____ Yes _____ No

Are any of the existing signs Non-Conforming? _____ Yes _____ No

Width of tenant space or building width to which sign(s) will be placed:

(North) _____

(South) _____

(East) _____

(West) _____

Type of Sign: _____ Free Standing _____ Monument _____ Wall _____ Temporary _____ Awning _____ Other

***Note**

- See Section 412: Signs of the City of Richmond Development Ordinance at <http://richmond.ky.us/index.php/planning-and-zoning>
- Signs placed in State Right-of-Way will require an Encroachment Permit from the State.
- A City Sign Permit will be approved contingent on approval from the state where applicable.
- Any sign that does not meet the minimum requirements of The City of Richmond Development Ordinance shall be subject to Board of Adjustment Approval prior to the issuance of a sign permit. It is the responsibility of the Owner/Applicant for any proposed sign proposed within building setbacks and utility easements that the sign placement shall not interfere with any utility features or function prior to the Board of Adjustment application process.

PROPOSED SIGN INFORMATION

Number of Proposed Signs: _____

- (1) _____ Sq. Ft. _____ Height _____ Length/Width
 _____ Sign Display/Message
- (2) _____ Sq. Ft. _____ Height _____ Length/Width
 _____ Sign Display/Message
- (3) _____ Sq. Ft. _____ Height _____ Length/Width
 _____ Sign Display/Message
- (4) _____ Sq. Ft. _____ Height _____ Length/Width
 _____ Sign Display/Message
- (5) _____ Sq. Ft. _____ Height _____ Length/Width
 _____ Sign Display/Message

SIGN PREPARATION CERTIFICATION

This certification is given for the purpose of acknowledging that the undersigned, as Applicant or agent for the owner of the real property upon which the sign is to be located, the owner of the sign equipment and/or any and all parties who have a financial interest in the approval of the application ("Interested Person") that all such Interested Persons are on notice the sign for which this application has been submitted must meet the requirements of the City of Richmond Development Ordinance with respect to Section 412: Signs, Section 414: Lighting, and The Kentucky Building Code. The Applicant agrees to accept sole responsibility to inform all Interested Persons that they are required to install a sign that meets the above-mentioned Ordinances and Manuals.

(Signature)

(Printed Name)

Date

FOR OFFICIAL USE ONLY

Zoning Comments: _____

Zoning Inspector Approval: _____ Date: _____



**Know what's below.
Call 811 before you dig.**