



Sign Permit Instructions and Application

GENERAL

The following is a set of instructions and application to aid you in filing a sign permit request with the City of Marion, Iowa.

Before filing your request, you may wish to check with the Planning and Development Department at Marion City Hall, 1225 6th Avenue for a preliminary review of your request. Submit the sign permit application and appropriate filing fees to the Planning and Development Department.

If you should have any questions regarding the following instructions and application please contact Tracey Bellach at 319-743-6320 or at tbellach@cityofmarion.org.

APPLICATION PROCEDURE

1. Every person, firm, or corporation desiring to erect, install or repair signs for which permits are required shall be a licensed sign contractor with the City of Marion.
2. Once the sign permit application is received, the Planning and Development Department and Building Department will review the application and sign specifications.
3. Separate building/electrical permits may be required from the Building Department depending on the type of sign.
4. Signs shall not be issued until all sign permit application fees are paid and a sign contractor's license is on file. Once we have received the application we will inform you of the required fee, most sign permits are \$30.00.
5. Incomplete and/or illegible sign permit applications will not be accepted.

MATERIALS TO BE SUBMITTED

The applicant shall be required to submit the following information:

1. A completed application form (attached), and signed by the applicant.
2. Drawing and/or specifications showing sign message, dimensions, materials, design, structural supports and electrical components of proposed sign.
3. Applications for freestanding (monument) signs must contain a clear site plan with property lines, easements, location of proposed freestanding sign and dimensions.
4. A sign contractor's license application if you are not currently licensed with the City of Marion.

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CONTACT INFORMATION:

Subject Property:

Local Contact person: _____ Zoning District: _____

Name of Business: _____

Shopping Center (if multi-tenant): _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant Information:

Applicant or Agent (if different from Owner): _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Sign Contractor Information:

Primary Contact Person: _____

Sign Company: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

GENERAL SIGN INFORMATION:

Is the proposed sign a panel replacement of an existing sign structure?

Yes: _____ No: _____

If yes, no sign permit is required so long as the original frame or support structure is not altered and or modified to accommodate the new sign panel.

Is the proposed work related to general maintenance of the sign?

Yes: _____ No: _____

If yes, no sign permit is required so long as the original frame or support structure is not altered and or modified. Electrical permit still required if any electrical upgrade/Maintenance is required.

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Type of sign permit:

_____ New Installation _____ Alteration _____ Relocation

Check the box indicating the type of sign to be installed. Refer to the Marion Sign Code, 176.31, to ensure proper identification of sign type.

- | | |
|---|--|
| <input type="checkbox"/> Awning/Canopy/Marquee Sign | <input type="checkbox"/> Portable Sign |
| <input type="checkbox"/> Banner Sign | <input type="checkbox"/> Projecting Sign |
| <input type="checkbox"/> Electronic/Message Center | <input type="checkbox"/> Temporary Sign |
| <input type="checkbox"/> Monument Sign
<i>(building permit required)</i> | <input type="checkbox"/> Wall Sign |
| <input type="checkbox"/> Mural Sign | <input type="checkbox"/> Window Sign |

Total height of sign above grade: _____ Feet _____ Inches

Sign Dimensions: _____ x _____ = _____ square feet

The supporting structure or bracing of a sign shall be omitted in measuring the area of the sign unless such structure or bracing is made part of the message or face of the sign. Use actual dimensions where practical or approximate dimensions when irregularity of the sign shape warrants.

Total Sign Weight: _____ pounds

Projection over right-of-way: _____ feet

Will the sign be electrified? Yes: _____ No: _____

If yes, a separate electrical permit is required and can be applied for by a licensed electrician with the Building Department, 319-743-6330.

Are there other signs presently existing on the site? Yes: _____ No: _____

If yes, complete the Existing Sign Inventory Form, page 5.

Free Standing Signs:

Setback from right-of-way: _____ feet

Visual site triangle verified on site plan: Yes: _____ No: _____

Wall Signs:

Dimensions of wall where sign will be affixed: _ x _____ = _____ square feet

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In consideration for approval of this application and the granting of a permit, we hereby agree to install the sign(s) in compliance with the applicable codes and regulations of the City of Marion, Iowa; the applicant further agrees that he/she will hold said City harmless from any and all claims for damages of any kind or character, defend any action that may be brought against said City, and pay all damages that may be assessed, including costs, should any damage occur through the erection, use or maintenance of said signs(s).

Company: _____

Date: _____

Signature: _____

Please print name: _____

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EXISTING SIGN INVENTORY FORM

Subject Property:

Local Contact person: _____ Zoning District: _____

Name of Business: _____

Shopping Center (if multi-tenant: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Note: Total only the areas(s) of those signs visible from the public spaces and right-of-way on the exterior of the building(s). Include all ground, wall and canopy sign area for the lot or tenant space.

Type:	Size (Sq Ft):	General Location / Description

If additional space is required, use back of this sheet. Site photographs can be used for general location / description of sign only and is not considered sufficient for size verification.

Total of all Wall Signage: _____ total square footage

Additional wall signs may not exceed the total amount of wall coverage permitted per the zoning district or development agreement.