



SIGN PERMIT APPLICATION

Property Owner: _____

Mailing Address: _____
Street City State Zip

Telephone: (____) _____

Proposed Sign Location

Business Name & Address: _____

Proposed Sign Location on Building/Property: _____

Sign Contractor: _____ Telephone: (____) _____ - _____
Business Name

Sign Ordinance Requirements

Please refer to the City of Gunter Sign Ordinance (Sec. 6.03 of the Gunter Code of Ordinances) for information relating to the specific type of sign the applicant seeks to construct. The following must be submitted prior to any action being taken on your request.

- Appropriate application fee (per the Sign Ordinance) for the type of sign requested, payable to the City of Gunter.
- Drawings of the sign at a scale of not less than one inch equals one foot scale when the longest dimension of the sign is ten (10) feet or less.
- Drawings of the sign at a scale of one-half inch equals one foot when the longest dimension is greater than ten (10) feet.
- Drawings that show all dimensions, materials, and connections. In addition, the drawings shall illustrate the following: details of the construction of the sign; its placement on the building; elevation representations; location on the building; clearances to the building, electrical lines, required exit doors, vents and heights above grade; illuminating type; and signage copy including letter style wording, and any logos or representations (include artist rendering and/or photograph).

- Finished colors of the materials shall either be keyed to the elevations of the sign, including samples of paint colors, or provided in a separate means of identification that indicates which elements of the sign are to be painted which color and including samples of paint colors.
- Attention should be paid to the anchor and support systems for all signage, with details provided, and a description of the type of material to which it is being attached with particular attention to pull-out strength. (Care should be given to not damage historic building materials by attachment of signs.)
- Historic photographs for Landmark signs (where applicable).
- Fully completed sign permit application form, which is available at the Gunter City Hall.

All submittals shall be given to the building inspector a minimum of seven (7) calendar days in advance of the next scheduled Planning and Zoning meeting. This sign application will be reviewed on ____/____/____ by the Gunter Planning and Zoning Commission.

Description and Dimensions of the following MUST also be submitted with your Application:

- Length of business frontage: _____ (to be verified by the building inspector).
- Existing signage, including class(es) of existing signs and total square footage of signs:

Variances:

In the event that the rules and regulations provided in City Ordinances are inadequate to address the type of signage a variance may be obtained if the Planning and Zoning Board is able to find “special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structures, distance or other matters on adjacent lots or within the adjacent public right-of-way that would substantially restrict the effectiveness of the sign in question and such special circumstances or conditions are peculiar to the particular business or enterprise to which the applicant desires to draw attention and do not apply generally to all businesses or enterprises in the area.” However, it is the responsibility of the applicant to provide adequate evidence of such special circumstances or conditions. It is not the City’s responsibility to figure out reasons to vary from its own ordinances. Thus, if you want consideration for a variance, you must also include information that would support a variance being granted.

_____/_____/_____
Signature Date

Printed Name of Person Signing on behalf of Property Owner

FINAL APPROVAL SIGNATURES (Shall Not be Signed and Dated until after Review by the appropriate Authorities):

_____/_____/_____
Zoning Board Chairman Date _____/_____/_____
City Building Inspector Date

PLEASE NOTE:

A signed application constitutes the issuance of a Sign Permit.
Please return the completed application to the City of Gunter City Hall.