

DELAWARE COUNTY SIGN PERMIT APPLICATION FORM

FOR ZONING OFFICE USE ONLY – APPLICATION SUBMITTAL CHECKLIST: Existing Zoning: _____ Floodplain: _____				
Fee Paid: _____	Sign Plans _____	Date: _____	BOA Docket #: _____	ZC Case #: _____ Sign Permit #: _____

BUSINESS NAME AND JOB SITE ADDRESS			ZONING	DATE
APPLICANT	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
PROPERTY OWNER	MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS		DAYTIME PHONE	CELL PHONE	
DESCRIPTION OF WORK				
<p>SIGN PERMIT CHECKLIST: All information itemized below is required for a complete application.</p> <ol style="list-style-type: none"> 1. The permit fee and a dated signed permit application form with the business name and job site address; the name, address, phone number, email of the applicant and owner; and a description of work to be done. 2. A diagram showing the location of all existing site signage, both wall-mounted and freestanding signs. 3. A rendering indicating the height, width, length, and square footage of all existing signage on the building or premises, both wall-mounted and freestanding signs. 4. A diagram showing the location of all proposed site signage, both wall-mounted and freestanding signs. 5. A rendering indicating the height, width, length, and square footage of all proposed site signage on the building or premises, both wall-mounted and freestanding signs. 6. For projecting signs, indicate the overhang distance from the building. 7. For billboards or advertising signs for onsite and offsite uses in A-1 Districts, include sign distances from: intersection, highway structure, residence, another billboard, park, school, cemetery, public or semi-public building, centerline of a city or county road, state or federal highway, and designated Great River Road. <p style="text-align: center;">NO WORK SHALL COMMENCE PRIOR TO ISSUANCE OF SIGN PERMIT</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct, and that the new construction and use will comply with all provisions of the Zoning Ordinance and other applicable building and health ordinances of Delaware County, and no subsequent modifications shall be made to the occupancy, use, method or operation that would be in violation of the Zoning Ordinance or other applicable building and health ordinances of Delaware County.</p>				
SIGNATURE OF APPLICANT			DATE	
SIGNATURE OF OWNER			DATE	

Return completed application with fee and any other required materials to:

Alex Linderwell, Zoning Administrator, Delaware County Courthouse, 301 E Main Street, Manchester, IA 52057
 Phone number: (563) 927-5925 Email: alinderwell@co.delaware.ia.us