

REQUIREMENTS FOR SIGN PERMIT APPLICATIONS

It is not the purpose or intent of this sign ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this ordinance is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
2. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the City.
5. Provide for the safety of the traveling public by limiting distractions, hazards and obstructions.

Sign Permit Process

1. All sign permit applications are required to be reviewed by City Staff prior to starting construction.
2. Sign permit applications will only be reviewed if the application is complete.
3. Sign permit application fees must be paid in full at the time the completed application is submitted for review. Failure to obtain a sign permit prior to approval will result in a **DOUBLE PERMIT FEE**.
4. Any proposed variations from the sign ordinance (Section 1107: Performance Standards Subd. 16 Signs), will require applicant to apply for a variance. All variances are reviewed by both the Planning and Zoning Commission and the City Council acting as the Board of Zoning Adjustments and Appeals. ***It may take up to 60 days for the City Council to render a decision on a variance.***
5. You will be notified once the permit is approved/denied. No sign shall be installed until the applicant has received confirmation the permit has been granted.
6. Once the sign permit has been granted and the sign has been installed, ***the applicant must notify the City Offices for a final inspection.***



City of Montgomery Sign Permit Application

Zoning Permit #: _____

I. Applicant Information

Applicant Name :	_____	_____	_____	_____	_____
	(Name)	(Address)	(City)	(State)	(ZIP)
	_____	_____	_____	_____	_____
	(Phone #)	(E-mail)	(Fax)		
Business Name	_____	_____	_____	_____	_____
	(Name)	(Address)	(City)	(State)	(ZIP)
	_____	_____	_____	_____	_____
	(Phone #)	(E-mail)	(Fax)		

II. Sign Information

____ Attached to Building or Awning: ____ North Side ____ South Side ____ East Side ____ West Side
____ Freestanding: ____ Front Yard ____ Side Yard ____ Rear Yard
____ Other: _____

Width: _____ Depth: _____ Number of faces: _____

Height of Sign: _____ (feet) *Measured from ground level to top of sign*

If attached to building, building dimensions:

Height: _____ Width: _____ Depth: _____

Does sign project out from building: ____ No ____ Yes - distance: _____

Sign Illumination: ____ No ____ Yes - Location of Illumination: _____

Material of Sign _____

Color Illustration Attached: ____

Describe Existing Signage on Site: _____

This application must be accompanied by a site plan showing the location of the sign on the site and distance to property lines, sketch of the sign showing illustration and/or written messages, and color swatches or accurate colored illustrations to be printed on the sign. If sign requires footings, a building permit must be obtained.

Applicant Signature: _____ Date: _____

Note: Once Permit is approved and sign is installed, applicant must notify the City Offices for final inspection.

III. For Office Use Only

Zoning District: _____

Sign Permit Approved By: _____

Final Inspection Completed By: _____

Permit Fee Schedule:

Permit Fee: \$ _____

Variance Fee: \$ _____

(if necessary)

Penalty: \$ _____

Other: \$ _____

Payment Info:

Total Paid: _____

Receipt: _____

Date: _____

By: _____