



SIGN APPLICATION

***All information must be filled out to be processed.

FILE NO.: _____
Date Application Received: _____ Fee Paid: _____
Processed by: City: _____

Applicant Information:

PRIMARY CONTACT IS: Applicant _____ Property Owner _____

Applicant: _____
Address: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Property Owner: _____
Address: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Property Information:

Business Name: _____
Site Address: _____
Parcel No.: _____ Zoning: _____
Legal Description: Subdivision _____ Lot _____ Block _____

Is there an existing Planned Sign Program on this property? Yes No

Building Use: (Please check appropriate box.)

____ Yes ____ No Is the building an individual principal Use?
____ Yes ____ No Is the building a multi-tenant and/or multi-use building with two or more principal uses without their own entrances and exits?
____ Yes ____ No Is the building a multi-tenant and or multi-use building with two or more principal uses with their own private entrances and exits?

Sign Information:

Sign Data	Proposed		
	Sign 1	Sign 2	Sign 3
Number of sign(s)			
Type of Sign(s)			
Gross square footage of building (floor)			
Elevation of area sign attached to (bldg front)			
Wall percentage of area sign covers			
Sign Dimensions	Length _____ Width _____ Height _____ Square Feet _____	Length _____ Width _____ Height _____ Square Feet _____	Length _____ Width _____ Height _____ Square Feet _____
Construction Materials			
Illumination Style & Wattage Bulbs			
Proposed Hours of Illumination			
Pole	Height _____ Dimensions _____ Color _____	Height _____ Dimensions _____ Color _____	Height _____ Dimensions _____ Color _____

All applicants are required to submit the following:

Applicant (✓)	Description	Staff (✓)
	Completed and signed Sign Permit Application	
	Application Fee	
	Copy of recorded deed or proof of proprietary interest.	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.	
	One (1) 8 ½" X 11" vicinity map showing the location of subject property and street names	
	One (1) 11" X 17" sign plan containing the following: <ul style="list-style-type: none"> • Plot plan of property • Location of existing and proposed building, structures, parking lots, driveways, and landscaped areas • Computations of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of building and freestanding signs • Indication on the plan of the proposed location of each present and future sign(s) 	

	For an electronic changeable copy sign(s) include: <ul style="list-style-type: none"> • Specifications from the manufacturer providing the maximum nit (or equivalent) rating of the sign. • Documentation from the manufacturer indicating that the sign is equipped with the required automated light sensing device • A notarized letter signed by the property owner acknowledging the owner's agreement to abide by this chapter requiring automatic level controls to reduce light levels at night and under cloudy or other darkened conditions. 	
	One (1) colored rendering of the proposed sign, including the following: <ul style="list-style-type: none"> • Complete text to appear on sign (business name, logo, sub-titles, etc.), including size and lettering style; <ul style="list-style-type: none"> • Overall sign dimensions (including base, wall area, background area); • Sign and lettering colors • Construction materials • Pole and/or supports 	

NOTE: If the sign is illuminated, an electrical permit will be required through the City of Star Building Department.

FEE REQUIREMENT:

*** I have read and understand the above requirements. I further understand fees are due at the time of filing. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.*

Applicant / Representative Signature

Date _____

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
) ss
COUNTY OF _____)

I _____, _____
 (name) (address)
_____, _____, _____
 (city) (state) (zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property described on the attached, and I grant my permission to _____, _____, _____
 (name)
_____, _____, _____
 (address) (state) (zip)

to submit the accompanying application pertaining to that property.

Address or location of property: _____

I agree to indemnify, defend and hold the City of Star and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: _____

Dated this _____ day of _____, 20_____.

(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

Notary Public for Idaho
Residing at: _____
My Commission Expires: _____