



# INCIDENTIAL SIGN APPLICATION

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

FILE NO.: _____ Date Application Received: _____ Processed by: _____
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Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information:

Subdivision: \_\_\_\_\_

### All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Sign Permit Application	
	Approval letter from the Home Owners Association stating: <ul style="list-style-type: none"> <li>• Approval of sign(s)</li> <li>• Approval of placement of sign(s)</li> <li>• HOA agrees to maintain and remove sign(s)</li> </ul>	
	Indicate number of sign(s): _____	
	Map indicating location(s) of sign(s)	
	One (1) colored rendering of the proposed sign, including the following: <ul style="list-style-type: none"> <li>• Complete text to appear on sign, including size and lettering style;</li> <li>• Overall sign dimensions</li> <li>• Sign construction materials</li> <li>• Pole and/or supports indicating height, dimensions, color</li> </ul>	
	No Fee Required	

- Guidelines:
- Signs cannot be in Ada County Highway District right-of-ways. (Contact ACHD for right-of-way boundaries.)
  - Signs cannot block vision triangle.
  - Signs cannot project over sidewalks.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date