



Case Number:

SILP-- _____

Business:

Address:

Date Received:

City of Richmond

Permanent Sign Permit (SILP) Application

Department of Metropolitan Development
50 North 5th Street
Richmond, IN 47374

For questions, contact:

Sarah Mitchell, City Planner
smitchell@richmondindiana.gov
(765) 983-7217

Applicability

A Sign Permit Application is required before permanent construction, installation, addition, alteration, or relocation of signs on a non-residential property.

The purpose of a Sign Permit is to encourage the effective use of signs as a means of communication within the City of Richmond IN; to maintain the City's aesthetic environment by ensuring compatibility of signs with the area surrounding them; to encourage the use of signs appropriate to residential and commercial activities, to ensure the safety of vehicular and pedestrian traffic, to encourage development within the City, and to ensure compliance with Unified Development Ordinance Chapter 154 Article 5: Sign Standards.

THIS APPLICATION SERVES AS SIGNAGE VERIFICATION FOR YOUR PROJECT ONLY. Additional permits, including but not limited to Improvement Location Permits, building permits, driveway permits & electrical permits, may be required depending on the type of and scope of the project.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. It is the responsibility of the applicant to ensure that the request is complete. Staff will not perform work required to provide missing information.

Site Plans

Applicable plans and descriptions of the proposed signage must accompany this application.

Site plans should include the following information:

- All existing structures and signage
- Proposed NEW Signage
- All structure and signage height
- Existing property lines
- Lot dimensions
- Labelled streets and/or alleys
- Measured setbacks of signage
- Measured distances between structures
- Proposed landscape buffers or landscaped areas (include any existing mature trees)
- Proposed elevation drawing of the building, indicating the height of structure at the peak

If applicable, include additional information such as:

- Location of existing and proposed utility lines
- Location of septic system, reserve area for replacement septic system well, geothermal loop, or other on-site utility system
- Evidence that proposed structure is greater than thirty (30) feet from a floodplain or wetland. In this instance, the Planning Director may require certification by a licensed engineer or surveyor.

Permanent Sign Permit Application

Location of New Signage: _____

Parcel Number: _____

Current Zoning: _____ Current Use: _____

Overlay District (if applicable): _____

	Property Owner	Contractor (if applicable)
First/Last Name		
Mailing Address		
City/State/Zip		
Phone Number		
Email Address		

Total Sign Area: _____

Proposed Landscaping (if applicable): _____

Will any signs be illuminated? _____

(NOTE: Illuminated signs must be installed by a Registered Contractor and approved by a City of Richmond Electrical Inspector.)

Type of Sign <small>(ie wall, ground, gateway, pole, awning, display board, or directional device)</small>	New or Existing?	Sign Area	Height <small>(if applicable)</small>	Setback <small>(if applicable)</small>

Applicant Certification

I, _____, affirm the accuracy of all information provided with this application, including the plot plan, legal description, and dimensions of the proposed and existing signage shown. I understand that the City of Richmond reserves the right to revoke this permit upon finding that the work performed is not consistent with the information supplied in this permit request or does not adhere to design standards for signage that are found in Article 5 of the UDO.

Applicant Signature: _____ Date: _____

Zoning Administrator Approval

Lot Frontage: _____

Allowable Signage: _____

Total Sign Package: _____

Permit Issued

Permit Denied

Permit Issued with Conditions

Staff Signature: _____ Date: _____

Staff Comments: _____

Floodplain		Historic Designation		Aquifer District	
State Design Release		BZA		Two-Mile Fringe	