



Permanent & Temporary Sign Permit Application

Permanent Sign Fee \$50.00 + \$0.75 per sq. ft.

Temporary or Face Change: No Fee

City of Pea Ridge
975 Weston Street
P.O. Box 10
Pea Ridge, Ar. 72751
T. 479-451-1122 ex. 107

*If sign is double-sided, square footage for both sides are included in calculating the fee.

Application Requirements and Checklist

Please fill out this form completely, supplying all necessary information and documentation to support your request.

*Please note: Do not leave any spaces empty of blank. If the question is not applicable, enter N/A.

Attached you will find the following information needed to assist you with your sign permit application:

- Application
- Checklist
- Frequently Asked Questions

Property Info.	Address/location of sign:	Project Info.	Please indicate: (choose all that apply)			
	Parcel #		Permanent Sign	Illuminated	Non-Illuminated	
	Establishment Name (if applicable)		Temporary Sign	Animated	Linear Street Frontage:	
			Face Changes	New Sign	Alteration	Repair

Owner	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

Applicant/ Representative	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

*Please note that permit applications expire after 60 days of inactivity.

Applicant/Representative: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Print: _____ Sign: _____ Date: _____

Property Owner/ Authorized Agent: I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Print: _____ Sign: _____ Date: _____

Official Use Only:

Date Application was submitted:	Date Accepted as Complete:
Planning Commission Meeting Date:	Zoned:

Temporary Signs:

Temporary Sign		Existing Signs to Remain	
Sign Type*	Sign Area sq. ft.	Sign Type	Sign Area sq. ft.
Date of Display		No existing signs	

*Sign Types: Attached -Awning, Marquee, Projecting, Roof, Suspended, Wall, Canopy. Detached – Monument, Freestanding.

Permanent Signs:

Permanent Signs	Check all that apply: <input type="checkbox"/> electronic message center <input type="checkbox"/> double-sided <input type="checkbox"/> exterior lighting <input type="checkbox"/> interior lighting <input type="checkbox"/> sign face change only				
Sign Type	Dimensions	Installed Height ft.	Sign Area Sq. ft.	Wall Area sq. ft.	Valuation (Include cost & labor)

Does any part of the sign project over or locate in the public right-of-way? _____

(If so, please provide encroachment agreement)(Refer to code 14.15.12 and code 14.24.14)

Number of businesses in building: _____ Number of street frontages: _____

Width of building/business frontages: _____

Width of building/business frontages: _____

If this is an alteration or repair, please describe:

Electrical Contractor/License information:

(If the sign involves illumination or wiring an Electrical permit is required by a licensed contractor)

All detached signs require a footing inspection prior to concrete being poured. Inspections must be scheduled with the Pea Ridge Building Inspector. T: 479-451-1122 ex. 106

Submit complete application to: Planning Director 975 Weston St. Pea Ridge, Ar. 72751

479-451-1122 ex. 107

Jessica.Grady@cityofpearidge.com

Sign Permit Checklist:

(Refer to code 14.24)

- **Application.** Completed application required at time of application submittal.
- **Fee.** Payment of the application fee.
- **Scaled Drawings or Picture.** A scaled drawing or picture of each sign showing the sign's dimensions, height, and area. It must also include all text, graphics, materials, and images to be displayed on the sign. If the sign is to have electricity to it, the plan must also show where the electric lines will be located.
- **Scaled Site Plan.** A scaled site plan of where each sign will be located on the parcel, depicting the location of the sign on the property or building, street rights-of-way, property lines, and any required setbacks. For attached wall signs, provide dimensions of the area to which the sign will be attached. For monument signs, show utility locations and easements.
- **Materials List.** A list of materials used to construct the sign.
- **Scaled Landscape Plan.** For monument and freestanding signs, provide a scaled landscape plan showing the name, quantity, and spacing of plant materials as well as the dimensions and materials of landscape border.
- **Footing Detail.** For monument signs, please provide footing detail.
- **Multitenant Buildings.** Please provide a letter from the property owner authorizing sign placement and dimensions. Must ensure that the building's total allowable sign area is not exceeded and that each tenant receives equitable signage.

Please note:

- All permanent signs must obtain a permit 10 days prior to the intended installation date.
- All permits become null and void if work is not commenced within 30 days of granting the permit; not completed within six (6) months of permit issuance; or not in conformance with the approved application.
- Each sign permitted under this application must contain the name, address, and telephone number of the person responsible for the sign, whether as an integral part of the sign or in an inconspicuous place on the sign.
- All signs must have the permission of the property owner prior to approval and placement permitted under this application.
- Please make sure the sign does not interfere with scenic views, create nuisance to the adjacent property (i.e. brightness, glare, reflection, size, height, or movement). Signs should not obstruct views of users of adjacent buildings to side yards, front yards or to open spaces.
- All signs that will be illuminated must have a licensed electrician obtain an electrical permit and shall be subject to inspections.
- All signs with a permanent foundation shall have an inspection prior to pouring of any concrete.
- It is the Owner/Applicant's responsibility to call for final inspection.
- The sign should not be detrimental to land or property values.
- Signs should not be overwhelming to people by the number of messages presented, should not interfere with the exercise of freedom of choice to observe or ignore said messages, according to the observer's purpose.
- Please ensure the sign will not negatively affect the city's tourism industry or worsen visual clutter or visual blight.

- Signs should contribute to the special character of particular areas or districts within the city.
- Signs should not be covered or blanket any prominent view of a structure or façade of historical or architectural significance.
- All signs should be compatible with building heights of the existing neighborhood and do not impose a foreign or inharmonious element to the existing skyline.
- Please protect and preserve a quality landscape in the city, enhance the appearance and economy of the city.
- It is the responsibility of the sign owner, permit holder, all parties holding the present right of possession and control of the property whereon a sign is located, mounted, installed, erected or displayed without the consent or knowledge of the owner and/or other parties holding the legal right to immediate possession and control is responsible to stay in compliance with city code.

*The Planning, Building, and Code enforcement Department may suspend or revoke a permit for any false statements or misrepresentations of fact in the application or may cause the immediate removal of illegal signs in the public right-of-way without notification to the permittee. Payment is required at time of approval.

Required for all signs:

- **Scaled Drawings.** A scaled drawing of the sign showing the design and dimensions of the sign height, area, design, content, and dimensions of any measures used to support the sign or used to affix the sign to a wall, window, or ground.
- **Scaled Site Plan.** A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimensions of walls.

Additionally, required for permanent signs:

- **Narrative.** Provide a brief narrative for the scope of work to be completed.
- **Public Utility Locations.** Public utilities must be located by ArkUps (811) and visible for inspection by the City Official prior to approval.
- **Landscape Plan.** For freestanding signs only.

Common Signage Plan:

Drawings, sketches and/or photographs shall be submitted and kept on file to demonstrate the common signage plan. The common signage plan has three (3) elements:

- **Location.** Please indicate the location of the sign on buildings and/or property.
- **Materials.** Please provide the description of the type of sign and sign materials including construction materials and proposed lighting. (If applicable)
- **Size.** Please submit itemization of sign size and/or area at identified location/s.

*Please note if there are revisions or amendments to the common signage plan, it shall require approval from all tenants on the property prior to approval. For minor alterations in sign locations resulting from unexpected conditions on site, may be approved by the Building Inspector.

For Multiple Signs:

Where more than one (1) sign is located on a property, or where more than one (1) building or business is located, in a single development project, the common signage plan will demonstrate that these elements create consistency and uniformity among signs within the project. The requirements of a common signage plan shall apply to all businesses within a related project, even if the properties have been subdivided.

For Temporary Signs:

- Permit Required. Temporary Signs during special sales events and promotions, fund raising events, new business openings, and non-recurring activities of interest to the general public must obtain a temporary sign permit. (Subject to the regulations of this section.)
- Must meet all temporary sign regulations in chapter 14.24 in the Pea Ridge codification.
- Time. Temporary sign permits must be approved by the Planning Director.

Appeal process: (Refer to code 14.24.05)

All administrative interpretations of sign regulations may be appealed to the Board of Adjustments.