



Received: \_\_\_\_\_

# SIGN PERMIT APPLICATION

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Telephone: (\_\_\_\_) \_\_\_\_\_

## **Proposed Sign Location**

Business Name & Address: \_\_\_\_\_

Proposed Sign Location on Building: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Business Name

## **Sign Ordinance Requirements**

Please refer to Title 15 of the City of Deadwood Code of Ordinances. The following must be submitted prior to any action being taken on your request.

- 15.32.170 Application fee of **\$200.00 PER SIGN** payable to the City of Deadwood.
- 15.32.190 A Drawings of the sign at a scale of not less than one inch equals one foot scale when the longest dimension of the sign is ten (10) feet or less.
- 15.32.190 B Drawings of the sign at a scale of one-half inch equals one foot when the longest dimension is greater than ten (10) feet.
- 15.32.190 C The drawings shall show all dimensions, materials, and connections. In addition, the drawings shall illustrate the following: details of the construction of the sign; its placement on the building; elevational representations; location on the building; clearances to the building, electrical lines, required exit doors, vents and heights above grade; illuminating type; and signage copy including letter style wording, and any logos or representations (include artist rendering and/or photograph).
- 15.32.190 D The finished colors of the materials shall either be keyed to the elevations of the sign including samples of paint colors, or provided in a separate means of identification that indicates which elements of the sign are to be painted which color, and indicating and including samples of paint colors.
- 15.32.190 E Particular attention should be paid to the anchor and support systems for all signage, with details provided, and a description of the type of material to which it is being attached with particular attention to pull-out strength. (Care should be given to not damage historic building materials by attachment of signs.)
- 15.32.190 F Historic photographs for Landmark signs (where applicable).

- 15.32.190 G Fully complete the sign permit application form, which is available at the office of the city code official.
- 15.32.190 H All submittals shall be given to the city code official a minimum of **twelve (12) calendar days** in advance of the next scheduled sign commission meeting. This sign application will be reviewed on \_\_\_\_\_ by the Deadwood Sign Commission.

**Description and Dimensions of the following MUST also be submitted with your Application:**

- Length of Business Frontage: \_\_\_\_\_ (to be verified by the city code official).
- Existing Signage: \_\_\_\_\_

(detail what classes of signs exist (see 15.32.110) and total square footage of all such signs – to be verified by the city code official).

**Variances:**

In the event that the rules and regulations provided in Chapter 15.32 are inadequate to address the type of signage a variance may be obtained if the Sign Review Commission is able to find “special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structures, distance or other matters on adjacent lots or within the adjacent public right-of-way that would substantially restrict the effectiveness of the sign in question and such special circumstances or conditions are peculiar to the particular business or enterprise to which the applicant desires to draw attention and do not apply generally to all businesses or enterprises in the area.” (See 15.32.080 B) **However, it is the responsibility of the applicant to provide adequate evidence of such special circumstances or conditions. It is not the City’s responsibility to figure out reasons to vary from its own ordinances. Thus, if you want consideration for a variance, you must also include information that would support a variance being granted.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing on behalf of Property Owner

\_\_\_\_\_  
Email for Notification of Approval

**FINAL APPROVAL SIGNATURES (Shall Not be Signed and Dated until after Review by Sign Review Commission):**

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Code Official

\_\_\_\_\_  
Date

**PLEASE NOTE:** *A signed application constitutes the issuance of a sign permit*