

# CITY OF FAYETTEVILLE, ARKANSAS Sign Permit Application

(Sign fees paid upon approval - \$25 per sign + State craft education fees)

Physical Address (Where sign will be located): \_\_\_\_\_

Business Name (Business sign is advertising for): \_\_\_\_\_

<b>Person/Company Erecting Structure:</b>	
Person/Company Name _____	
Contact Email _____	Contact Phone _____
Mailing Address _____	

<b>Property Owner Information &amp; Signature:</b>	
Name of person signing [printed] _____	Entity/Company signator legally represents _____
Contact Email _____	Contact Phone _____
Mailing Address _____	
<b>Property Owner Signature</b> _____	<b>Date</b> _____

- This application is for:  
                     New sign(s) \_\_\_\_\_    Alteration of existing sign(s) \_\_\_\_\_    Addition to existing sign(s) \_\_\_\_\_
- Is there a current City of Fayetteville Business License in place for this address?                      Yes \_\_\_\_\_ No \_\_\_\_\_
  - A current City Business License must be in place for an existing business or a new business location.
  - Business owners can contact the Business License Clerk at 479-575-8352 for information on applying online at [www.fayetteville-ar.gov](http://www.fayetteville-ar.gov).
- Is the property located within the I-540(I-49) Design Overlay District?                                      Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing an Electronic Message Board?    Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you proposing a freestanding or projecting sign? (i.e. Pole, Monument, Joint Identification)                      Yes \_\_\_\_\_ No \_\_\_\_\_
  - If yes, is there an existing freestanding or projecting sign on the property?                      Yes \_\_\_\_\_ No \_\_\_\_\_
  - If yes, is the proposed freestanding sign being proposed within an easement?                      Yes \_\_\_\_\_ No \_\_\_\_\_

**MISC SIGNAGE INFORMATION:**

**Neon & Accent Lighting:**

- Neon lighting as a commercial sign requires a separate neon lighting permit along with this sign permit.
- Accent lighting, LED or neon, has specific regulations (§176.03), please contact the Planning Division before installing.

**Electronic Message Boards:**

- Electronic message boards are prohibited in the I-540(I-49) Design Overlay District.
- Electronic message boards are limited in size and may only change messages every three hours.
- Messages must be displayed on a black or unlit background.
- The maximum brightness is 0.3 foot candles above ambient light levels.

**Common Prohibited Signage:**

- Windblown signs. (Flags, Pennants, Balloons, Spinners, or Blimps)
- Signs or attraction devices which flash, blink, are animated, or fluctuate in light intensity. (i.e. Flashing "Open" sign)
- Electronic graphic display screens (video boards).

**Sign permit expiration:**

If the work or construction authorized under this permit has not been completed within six (6) months after date of issuance, or if it is suspended or abandoned for a period of six (6) months after work has started this permit shall become null and void.  
 A master electrician shall obtain an electrical permit for power wiring before the permit will be approved.

**Proposed signage information:**

Sign type (wall, pole, monument, etc.)	Cost	Illumination Type (led, fluorescent, none, etc.)	Sign Display Surface Area Calculation		
			Height(feet) x	Length(feet) =	Area (Sq/f)
1.					
2.					
3.					
4.					
5.					

**Existing sign(s) to remain:**

Sign type (wall, pole, monument, etc.)	Illumination Type (led, fluorescent, none, etc.)	Sign Display Surface Area Calculation		
		Height(feet) x	Length(feet) =	Area (Sq/f)
1.				
2.				
3.				
4.				
5.				

**Wall Sign(s) Additional Information:**

Multi-Tenant Building(more than one business in building): Yes__ No__	Confirm that signage projects less than 18 inches from wall: Yes__
Material of sign: _____	Support being used to affix sign to the wall: _____

**Freestanding Sign Additional Information:**

Height of sign above street/surrounding grade(feet): _____ <i>Pole sign height is measure from street grade. Monument sign height is measured from the lots surrounding grade.</i>	
Material of sign: _____	Support being used to install sign into the ground: _____

<b>THE FOLLOWING DOCUMENTS MUST BE INCLUDED WITH SIGN APPLICATION</b>		
<p><u>Wall Signs</u></p> <p><b>Wall(s) elevations showing:</b></p> <ul style="list-style-type: none"> <li>•Proposed sign and sign dimensions</li> <li>•Sign(s) to be removed</li> <li>•Any existing wall sign that will remain</li> <li>•Dimensions of wall area sign is on</li> </ul>	<p><u>Freestanding Signs</u></p> <p><b>Site plan &amp; Sign drawings showing:</b></p> <ul style="list-style-type: none"> <li>•Proposed sign and sign dimensions</li> <li>•Location of proposed sign in relation to Master Street Plan Right-of-Way</li> <li>•Property lines &amp; any easement(s)</li> </ul>	<p><u>Projecting Signs</u></p> <p><b>Wall elevation showing:</b></p> <ul style="list-style-type: none"> <li>•Proposed sign and sign dimensions</li> <li>•Adjacent Sidewalk width dimension</li> <li>•Dimension how far sign extends over sidewalk</li> <li>•Dimension from ground to the bottom of sign</li> </ul>

**Applicant Information:**

Name [printed] _____	
Contact Email _____	Contact Phone _____
Mailing Address _____	
Applicant Signature _____	Date _____

**Planning Division (Official Use Only)**

Zoning District: _____	I-540(I-49) Design Overlay District: _____	Business License #: _____	Plat Page #: _____
In conformance with UDC section: _____		Planning Official: _____	
		Signature	Date
NOTES:			