

# SIGN APPLICATION

## Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
 (515) 961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)



### PROPERTY OWNER

(Last Name) \_\_\_\_\_  
 (First Name) \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 (Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

### CONTRACTOR (if not Property Owner)

(Company Name) \_\_\_\_\_  
 (State of Iowa Registration Number) \_\_\_\_\_  
 (Address) \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

### SIGN PERMIT

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Property Address: \_\_\_\_\_
- Completed Application
- Filing Fee: See Fee Schedule
- Type of Sign: \_\_\_\_\_
- Site Plan and Elevations
- Detailed plans indicating:
  - Length, width, thickness, total square feet
  - Ground sign setbacks and height
  - Percentage of building face of wall sign
- Other Information as required by Director

### SIGN EXEMPTION

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Property Address: \_\_\_\_\_
- Completed Application
- Filing Fee: \$50 per request
- Site Plan and Elevations
- Written narrative indicating the Section of Chapter 167 of the Code of Ordinances of Indianola, Iowa under which the exemption is sought and stating the grounds on which it is requested.
- Other Information as required by Director

### SIGN APPEAL

#### Submittal Requirements:

*All submittal requirements must be completed.  
 Incomplete applications will not be considered*

- Property Address: \_\_\_\_\_
- Completed Application
- Filing Fee: \$50 per request
- Site Plan and Elevations
- Written narrative stating the decision appealed from, the date of the decision and the reason that the applicant feels that the administrative officer was in error.
- Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY:** Code to 41270 (Sign Permit)  
 41800 (Exemption/Appeal)

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

Receipt No: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_