



APPLICATION FOR COMMERCIAL OFF-PREMISE SIGN APPLICATION

Planning & Zoning Dept., 300 S. Church Street, Jonesboro, AR 72403 – (870) 932-0406, fax (870) 336-3036

(OFFICE USE ONLY) PERMIT NO. ISSUED:		DATE:	
Property Information		Parcel No. (if known) _____	
Address:	City	State:	Zip Code:
Zoning Classification:		** Does this property abut residential property? Yes / No (Please circle)	
Please describe signage scope of work:			
Applicant's Name:			
Address:			
City:	State:	ZIP Code:	
Phone:	Email Address:		
Arkansas Contractor License #:	Privilege #:		
Owner's Name: (If Same, Input Same)			
Address:			
City:	State:	ZIP Code:	
Phone:	Email Address:		
** Off-Premise Signs are permitted in C-3, I- I, & I-2 Zoning Districts except where the property on which the sign is to be located adjoins a residentially-zoned property; then it shall require a Conditional Use application before the Metropolitan Area Planning Commission.			
Three (3) Copies of Site Plan: Yes / No (Please circle)	Three (3) Complete Set of Construction Details/Documents: Yes / No (Please circle)		
Existing adjacent Signs shown on plans: Yes / No (Please circle)	Code Review Included: Yes / No (Please circle)		
Are existing street right of ways denoted on plans: Yes / No (Please circle)			
Engineering Firm:			
Engineer's Certification Statement and Signature: Yes / No (Please circle)		Phone:	
Address:	City:	State:	
CONTRACTED SIGN PRICE OF PROJECT: \$			
FOR OFFICE USE ONLY			
Flood Plain: Yes / No (Please circle)		Flood Zone District:	
Elevation Certificate Required: Yes / No (Please circle)			
FEMA CLOMA/LOMA Required: Yes / No (Please circle)	GF Issuance:	Certificate #:	

APPLICATION FOR COMMERCIAL OFF-PREMISE SIGN PERMIT APPLICATION PAGE 2

TYPE OF IMPROVEMENT:	TYPE OF FACE MOVEMENT/VIDEO CAPABILITY:
New Off Premise Sign:	Type:
Replacement:	Transition Speed:
Alteration:	Illumination:
Re-facing Only:	
Demolition:	

ARTICLE SECTION: 14.32.11: NO OFF-PREMISE OUTDOOR ADVERTISING SIGN SHALL BE ERECTED WITHOUT SECURING A PERMIT FROM THE CITY OF JONESBORO AND PAYMENT OF A ONE-TIME PERMIT FEE ESTABLISHED BY CITY COUNCIL. AN APPLICATION FOR AN OFF-PREMISE SIGN SHALL BE ACCOMPANIED BY A SITE SURVEY AND PLAN AT A MINIMUM SCALE OF 1 INCH = 50 FEET, PREPARED BY A REGISTERED SURVEYOR OR ENGINEER LICENSED IN ARKANSAS, SHOWING THE FOLLOWING INFORMATION:

1. Completed information on this form; 2. Existing property boundaries and any structures and other physical features of the site; 3. Setback lines; 4. Elevation views of the proposed sign showing all faces, height and width dimensions, and dimension from ground level to the bottom of the sign faces; 5. Construction details of the proposed sign showing all structural components, electrical facilities, and lighting; and, 6. Certified statement from a professional structural engineer licensed in Arkansas that the sign meets all requirements of the International Building Code including wind load provisions. 7. Following issuance of a sign permit and completion of installation, the structural engineer shall verify, in writing, to the City Planner that the sign has been installed in accordance with the approved plan and permit.

COMMENTS (OFFICE USE ONLY)

City Planner's Remarks:

Fire Inspections Remarks:

City Engineer's Remarks:

Building Department Remarks:

Review Status:

Zoning Dept.:	Engineering Dept.:	Fire Marshall:	Building Dept.:
---------------	--------------------	----------------	-----------------

APPLICANT'S & OWNER'S CERTIFICATION

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.

Applicant's Signature:

Applicant's Name Printed :	Designation:	Date:
----------------------------	--------------	-------

Owner's Signature:

Owner's Name Printed:	Date:
-----------------------	-------