

APPLICATION FOR COMMERCIAL OFF-PREMISE SIGN APPLICATION

Planning & Zoning Dept., P.O. Box 1845, Jonesboro, AR 72403 – (870) 932-0406, fax (870) 336-3036
www.jonesboro.org

(OFFICE USE ONLY) PERMIT NO. ISSUED:		DATE:	
Property Information		Parcel No. (if known) _____	
Address:	City	State:	Zip Code:
Zoning Classification: <i>(circle)</i>		** Does this property abut residential property? Yes / No <i>(Please circle)</i>	
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:		
<p>** Off-Premise Signs are permitted in C-3, I- 1, & 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.</p>			
Three (3) Copies of Site Plan: Yes / No <i>(Please circle)</i>		Three (3) Complete Set of Construction Details/Documents: Yes / No <i>(Please circle)</i>	
Existing adjacent Signs shown on plans: Yes / No <i>(Please circle)</i>		Code Review Included: Yes / No <i>(Please circle)</i>	
Are existing street right of ways denoted on plans: Yes / No <i>(Please circle)</i>			
Engineering Firm:			
Engineer's Certification Statement and Signature: Yes / No <i>(Please circle)</i>		Phone:	
Address:	City:	State:	
CONTRACTED SIGN PRICE OF PROJECT: \$			
FOR OFFICE USE ONLY			
Flood Plain: Yes / No <i>(Please circle)</i>		Flood Zone District:	
Elevation Certificate Required: Yes / No <i>(Please circle)</i>			
FEMA CLOMA/LOMA Required: Yes / No <i>(Please circle)</i>	GF Issuance:	Certificate #:	



City of Jonesboro Planning Department

Planning/Zoning Fee Schedule (Effective January 4, 2010)

Fee Description

Fees

Single Family Residential Approvals- Planning Review

New Single Family Dwelling (per structure)	\$50.00
New Multiple Family Dwellings (per plan submittal)	\$100.00
Additions To Residential Dwellings (increase in footprint)	\$25.00
Detached Buildings and Other Accessory or Temporary Structure	\$25.00
Alterations or Repairs of Residential Dwelling	\$25.00
Swimming pools (above or below ground)	\$25.00
Walls, fences, decks, antenna towers & satellite dishes,	\$25.00
Multi-family Additions	\$50.00
Multi-family Accessory Structures	\$50.00

Commercial Building Permits- Planning Review

(0) square feet to 10,000 square feet Commercial Building Area	\$250.00
10,001 square feet or more Commercial Building Area	\$500.00
Interior alterations or repairs of commercial or industrial structures	\$100.00
Awnings and Canopies	\$100.00
Accessory buildings,walls,fences,decks,antenna/cellular towers & satellite	\$100.00
Parking Lots	\$100.00
Landfill and Extraction (land use only)	\$500.00
Gravel Mining	\$500.00
Change of Use Certificate	\$35.00
Commercial Storage Tanks	\$100.00
Temporary Tents, Trailers & Structures	\$100.00

Residential Zoning Districts

Zoning Map Amendments - Single Family Districts	
Base Fee +	\$250.00
Per Acre Fee	\$100.00
Zoning Map Amendments - Multiple Family Districts	
Base Fee +	\$250.00
Per Acre Fee	\$100.00

Non-Residential Zoning Districts

Zoning Map Amendments	
Base Fee +	\$300.00
Per Acre Fee	\$100.00

Special District Applications

Village Residential Overlay	\$250.00
JMA-O, Jonesboro Municipal Overlay District	\$250.00
Planned Development District	
Fee per stage (Preliminary, Final, Modifications)	\$250.00

Board of Zoning Appeals Fees

Residential Appeal Fees	\$100.00
Commercial Appeal Fees	\$200.00
Conditional Use (MAPC)	\$200.00
Compatible Non-Comforming Use (BZA)	\$200.00

Subdivision Planning Fees

Minor Plats & Replats (Administrative Approvals):	
Base Fee	\$200.00
Reviews requiring MAPC Approval)	
Subdivisions: 0 to 20 acres	
Base Fee +	\$250.00
Per Lot Fee	\$4.00
Subdivisions: 0 to 20 acres Over 20 to 40 acres	
Base Fee +	\$500.00
Per Lot Fee	\$4.00
Subdivisions: 0 to 20 acres Over 40 acres	
Base Fee +	\$1,000.00
Per Lot Fee	\$4.00

Off-Site signs (Billboards)	\$500.00
High Rise Interstate Signs (per face)	\$250.00
Bulletin Board	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Construction Sign	
Base Fee	\$50.00
Ground Sign New	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Wall & Awning Signs	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Directional Sign	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Pole Sign	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Marquee Sign	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Corner or Interior Parcel Sign	
Base Fee	\$50.00
Square Foot Per Face Fee	\$1.00
Promotional Event Signs:	
a. Promotional Event	
Base Fee	\$50.00
b. Special Event Sign/banner	\$35.00
c. Grand Opening Sign	\$35.00

Mapping and Duplicating Services

8 1/2"x11" Copies (Blk/Wht):	
Fee Per Page	\$0.10
8 1/2"X11" Maps (Color Map) Fee Per Page	
Fee Per Page	\$0.50
Over size pages	
Fee Per Page	\$5.00
Zoning Resolution	
Fee Per Page	\$0.30
Zoning Resolution	
Plus Postage (if applicable)	\$10.00
Zoning Map (36"x50")	
Fee Per Page + Postage	\$25.00
Land Use Map (36"x44")	
Fee Per Page	\$20.00
11"x17" Maps	
Fee Per Page	\$1.00
Property Owner Search/Plat Map	\$20.00
Fee Per Page	\$25.00
Zoning Certification/Verification Research Letter (Certifying Zoning on a parcel)	
Fee Per Page	\$36.00

*Applicants pay all charges for publications and recordings on Final Development Plans and Variations, Public Notices & Legal Ads
Please make all checks payable to: City of Jonesboro*

ORD-09:087; ORD:-09:088; RES-09:161: 11/17/09

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.:
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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:
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Owner's Signature:

Owner's Name Printed:	Date:
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