

<b>City of Box Elder</b> <b>Planning and Zoning Department</b> 420 Villa Drive, Box Elder, SD 57719 Phone: 923-1404    Fax: 923-4264    www.boxelder.us	<h1 style="margin: 0;">SIGN PERMIT APPLICATION</h1>
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PROPERTY OWNER	
Name:	Phone #:
Address:	

SIGN OWNER	
Name:	Phone #:
Address:	

SIGN CONTRACTOR	
Name:	Phone #:
Address:	

APPLICANT	
Name:	Phone #:
Address:	

LEGAL DESCRIPTION OF SITE

Site Address(if applicable):
Current Zoning:

**TYPE OF SIGN:**     Off-premise     On-premise:

(Circle one)    Ground    Awning    Marquee

Dimensions and area of each sign face: \_\_\_\_\_

\_\_\_\_\_

This Application form must be accompanied by:

- A scaled and dimensioned site plan of the sign site with property boundaries, north arrow, building locations, with the sign location clearly indicated.
- A scaled and dimensioned Elevation and Design Plan of the proposed sign.
- A certification by a Professional Engineer that the design meets building codes.
- A non-refundable Sign Permit Application Fee of \$200.00 for signs with a total sign face area of less than 300 square feet or of \$500.00 for signs with a total sign face area of 300 square feet or more.
- An additional non-refundable Late Application Fee of \$400.00 for signs with a total sign face area of less than 300 square feet or of \$1,000.00 for signs with a total sign face area of 300 square feet or more if sign is installed prior to approval by the Planning and Zoning Commission.

I hereby certify that the above information is accurate and correct.

\_\_\_\_\_  
Applicant's signature

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***FOR CITY USE ONLY***

Date received: \_\_\_\_\_

There must be at least 1 week between receipt of the Application and the P&Z meeting.  
This Application will be scheduled for the Planning Commission meeting of \_\_\_\_\_.

Planning Commission Review Date: \_\_\_\_\_

City Council Review Date: \_\_\_\_\_