



DEPT. OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
CITY OF ROGERS, ARKANSAS
301 W. CHESTNUT
PHONE: (479) 621-1186
FAX: (479) 986-6896

OFFICE USE ONLY

Permit Fee: _____ (\$10 per sign)
Zoning: _____
Permit Number: _____
CityView Application: _____
Date: _____

SIGN PERMIT APPLICATION

BUSINESS/TENANT NAME: _____

ADDRESS OF SIGN: _____ **SUITE #:** _____

PHONE #: _____ **EMAIL:** _____

SIGN CONTRACTOR: _____ **CONT. LIC. #:** _____

ADDRESS/ZIP CODE: _____ **PHONE #:** _____

PROPERTY OWNER: _____

SIGN DETAILS:

Sign Type*	Dimensions	Sign Area (sq. ft.)	Height	Valuation (include sign cost/labor)

*wall, monument, pole/freestanding, awning, canopy, projecting, suspended, LED

TYPE OF WORK: New Sign _____ Alteration _____ Repair _____

FEATURES: Illuminated _____ Non-Illuminated _____ Animated _____

DOES ANY PART PROJECT OVER OR LOCATE IN RIGHT-OF-WAY? _____

(Signs must be 5 feet from right-of-way. Projecting signs and A-frame signs are allowed in certain zones.)

MULTITENANT BUILDINGS: Letter from property owner is required to authorize sign placement and dimensions. Must ensure that the building's total allowable sign area is not exceeded and that each tenant receives equitable signage.

Number of businesses in building: _____ Number of street frontages: _____

Street names: _____

Width of building/business frontage: _____

Width of building/business frontage: _____

ARE THERE EXISTING SIGNS ON PREMISE? YES _____ NO _____

If yes, please describe: Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Type _____ Dimensions _____ Area _____

Is new sign being attached to existing sign frame? _____

If this is an alteration or repair, please describe: _____

ELECTRICAL CONTRACTOR: _____

(Electrical permits required by a *licensed contractor* if sign involves illumination or wiring.)

DRAWING AND SITE PLAN REQUIREMENTS:

1. PLOT/SITE PLAN REQUIRED, DRAWN TO SCALE, FOR DETACHED FREESTANDING AND MONUMENT SIGNS

- a. Legal description of property.
- b. Dimensions of property.
- c. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Arkansas registered design professional.
- d. Sign location and dimensions in relation to all buildings, property lines, driveways, parking spaces, and internal circulation drive aisles, streets and electric lines.
- e. Any easements, storm detention, or drainage areas.
- f. Width of driveways and width of right-of-way.
- g. Sight vision triangle measurements for driveways and intersection corners.
- h. Streets adjacent to sign.
- i. Locations of and distance from other detached signs on same parcel and/or premise.
- j. Distance to closet residential zoning district.
- k. New freestanding signs require a 50 square foot landscape plan.

2. ELEVATION DRAWINGS REQUIRED, DRAWN TO SCALE, FOR WALL, PROJECTING, MARQUEE, AND DETACHED SIGNS:

- a. All dimensions of sign to include structure, lighting, and all extremities.
- b. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Arkansas registered design professional.
- c. Dimension and height from grade to bottom surface of sign area.
- d. Dimension and height from grade to uppermost portion of sign.
- e. Dimension from building wall to outer most extremity of wall sign.
- f. Linear footage of each building wall having frontage on a street.

NOTES:

- All detached signs require a footing inspection prior to concrete being poured. Inspection must be requested by 8:30am to receive a same-day inspection.
- Overlay District prohibits pole signs and limits monument signs to 6' height (10' if multitenant).
- Details related to zoning and permitted signage can be found in Chapter 44 of the Municipal Code.
- Contact (479) 621-1186 if you have any questions.

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature

Date

Title: Contractor _____ Owner _____ Agent for Owner _____

Planning Staff Approval: _____