



## City of Donnelly

169 Halferty Street  
P.O. Box 725  
Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-40941

# Sign Permit Application

**NOTE: SIGNS CAN NOT BE PLACED AT THE LAND USE SITE UNTIL THE SIGN PERMIT APPLICATION HAS BEEN REVIEWED, APPROVED AND THE SIGN PERMIT ISSUED.**

**Master Sign Permit Application: Fee: \$165.00**

Date Paid \_\_\_\_\_ Ck. # \_\_\_\_\_

(Which includes but not limited to free standing signs-

Total square footage must not exceed 48 sq. ft. or 24 sq. ft. on a 2-sided sign)

**Sign Permit Application: Fee: \$55.00**

Date Paid \_\_\_\_\_ Ck.# \_\_\_\_\_

(Which includes but not limited to wall, portable, projecting and window signs-

Total square footage cannot exceed 2 linear feet per length of building frontage)

**Temporary Sign Permit Application: Fee \$55.00**

Date Paid \_\_\_\_\_ Ck.# \_\_\_\_\_

(Which includes but not limited to banners, and pennants-

Intention is to be in place > 72 hrs. and < 6 weeks with total sq. ft. < or equal to 20 sq. ft.)

### To Be Completed by Staff

Permit Number: \_\_\_\_\_

Owner/Proprietor: \_\_\_\_\_ Business Entity: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Sign Plan Submitted: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

### To Be Completed by Applicant

Name of Applicant: \_\_\_\_\_ Size of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Physical Address of Sign Placement: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Business Name / Business Type: \_\_\_\_\_

Purpose of Sign: \_\_\_\_\_

**ALL SIGN PLANS MUST BE INCLUDED WITH THE APPLICATION AND CONTAIN THE FOLLOWING INFORMATION:**

1. Materials to be used in manufacturing and constructing the sign:  
Attached to Application: \_\_\_\_\_ or Stated Below: \_\_\_\_\_
  
2. Sign size and proportions of message field or lettering area:  
(Free Standing Signs must have location noted on the site plan to scale)
  
3. Lettering size or graphic style:
  
4. Design features other than lettering, such as symbols, logos, etc.:
  
5. Color scheme:
  
6. Lighting  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
  
7. Location of each sign on the building(s) and/or property. Include building dimensions:  
I have included proof of building dimensions in application.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

Sign plans shall be drawn neatly to scale to present a clear and accurate picture of the proposal. The sign plan will be reviewed for compliance with standards and artistic merit.

**PLEASE REVIEW DONNELLY ZONING ORDINANCE TITLE 18, CHAPTER 18.95.040 FOR SPECIFIC SIGN REGULATIONS!**