



Sign Permit Application Policy and Procedure

Sign Permit Requirements

Except as otherwise provided in Section 7 of the Lizton Zoning Ordinance, it shall be unlawful for any person to erect, construct, enlarge, move or convert any permanent or temporary sign, or change the permanent copy on an existing sign structure within the jurisdiction of the Lizton Plan Commission, or cause the same to be done, without first obtaining a sign permit from the Zoning Administrator or its designee.

Application

Application for a sign permit shall be filed with the Zoning Administrator and shall be accompanied by any information the Zoning Administrator, or his or her designee, determines is necessary to assure compliance with this Ordinance, including but not limited to:

- (1) Name and address of the property owner of the premises on which the sign is located or is to be located.
- (2) Name and address of the owner of the sign.
- (3) Clear and legible drawings with description showing the location of the sign which is the subject of the permit, and all other signs whose construction requires permits when the signs are on the same premises.
- (4) Drawings showing dimensions, construction supports, sizes, electrical wiring and components (if applicable), materials of the sign, and method of attachment and character of structural members to which attachment is made. If required by the Zoning Administrator, engineering data shall be supplied on plans submitted and certified by a duly licensed engineer. If landscaping is required, that shall be included as well.
- (5) Any individual or company seeking to erect, construct, alter, repair, improve, maintain, convert or manufacture any sign adjacent to or visible from any state or federal roadway shall register, in writing, a statement that applicant has all necessary licenses and/or approvals from the other affected governmental agencies.
- (6) Where the applicant is not the owner of the property, such as in the case of a shopping center or industrial park, permission in writing from the person in possession or ownership of the property shall be supplied as part of the application documentation.

Permit Fees

The application, including all required documentation, shall be filed with the Zoning Administrator together with a permit fee as specified by the Official Fee Schedule. If any sign is hereafter erected, placed, installed or otherwise established on any property before obtaining a permit as required herein, it shall be considered a violation of this Ordinance and subject to the penalties set forth in *Section 11, Enforcement*. Signs which are used to identify non-profit organizations are exempted from permit fees.

Issuance of Permit

Upon receipt of a fully complete sign application, the Zoning Administrator shall examine the application and all material attached thereto to determine its compliance with this Section, as well as any other applicable Town Ordinances. The Zoning Administrator shall take formal action on the application within thirty (30) days of the date the application was filed.

Effect of Sign Permit Issuance

A sign permit issued under the provisions of this Section shall not be deemed to constitute permission or authorization to maintain an unlawful sign nor shall it be deemed as a defense in an action to remove an unlawful sign.

Expiration

A sign permit shall become null and void if work has not been started within 30 days of the date the permit is issued or completed within 180 days of the date the permit is issued.