



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Application Deadline: _____
Public Hearing: _____

APPLICATION FOR SIGN EXCEPTION
(For Legally-Established Land Uses)

Filing Fee - \$183.00 + \$1.50 /address = _____

Date _____

Sign Contractor:

Business/Site:

Name

Name - Business

Address

Address - Site

Phone: _____

Phone: _____

Zoning: _____ Historic District: _____

Type of sign(s): _____

Illumination Source: _____

Dimension of Face(s): _____

Power Source: Existing _____ New _____

If new, elect. contractor name: _____

Height (from ground level to top of sign): _____

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):

Building Frontage (per street front): _____

Open Space (per street front): _____

Is this a multi-use facility (more than one tenant in bldg.)? Yes _____ No _____

Would this signage overhang a public sidewalk or right-of-way? Yes _____ No _____

Would this signage utilize an existing pole, not presently in use? Yes _____ No _____

Would this signage utilize an existing cabinet, not presently in use, or involve a face reflecting a "closed" business? _____

If the answer to either of the previous two questions is yes, do the proposed changes constitute fifty (50) percent of the sign's total value? _____

Is this request for a new pole/ground sign? _____ If yes, what is the distance to any neighboring pole/ground sign(s)? _____

If a pole/ground sign, does it meet sight triangle regulations? _____

Is this business relocating from another site? _____

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION

1. A site plan which includes: the site with property lines, street locations, lot frontage dimensions, building locations(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of each sign.
2. Schematic drawings, inked, of the proposed sign(s) which indicate dimensions, height, colors, copy, type of illumination, and construction materials.
3. Color photographs of the site showing building and proposed location of sign(s). A color photograph of the entire building face on which the sign is to be erected is required for proposed wall signs.
4. **Typed**, gummed mailing labels with all of the names and addresses of the property owners and occupants that share a common boundary line, minus public right-of-way, with the project site on which the proposed sign is to be located. A charge of \$1.50 per property owner and occupant is required. A signed Affidavit of Mailing List must also be submitted (attached).

THE FOLLOWING SIGN EXCEPTION STANDARDS MUST BE ADDRESSED IN A WRITTEN NARRATIVE.

- A. An exception sought should be the result of unique physical characteristics of the site in question.
- B. The applicant shall have taken all reasonable steps to comply with the strict terms of the ordinance from which he/she requests an exception.
- C. The circumstances surrounding the request shall be extraordinary as related to the applicant's land and the reasonable use thereof.
- D. The applicant should show that, absent an exception, no reasonable identification of the subject land remains.
- E. The applicant for an exception shall show how the proposed exception has been designed to minimize adverse effects on adjoining land.
- F. The proposal must be in conformance with the purpose set forth in Chapter 15.20.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. **The approval of this sign does not permit the violation of any section of this or other City ordinances.** I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure the exception and permit prior to commencement of any work including fabrication and installation of said signs. The permit should be available in the City Planning & Development Services Department 5 working days after final processing of this exception, including expiration of the appeal period. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

SIGNATURE OF BUSINESS/PROPERTY OWNER
(NOTE: Both signatures required.)

SIGNATURE OF SIGN CONTRACTOR

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferable from one sign contractor to another (Municipal Code 15.20.250.G).



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AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide one set of mailing labels of all the property owners and tenants of record which share a common boundary, minus public right-of-way, with the project site and \$1.50 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send the notices of public hearing required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners and occupants of property which share a common boundary, minus public right-of-way, with the project site, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

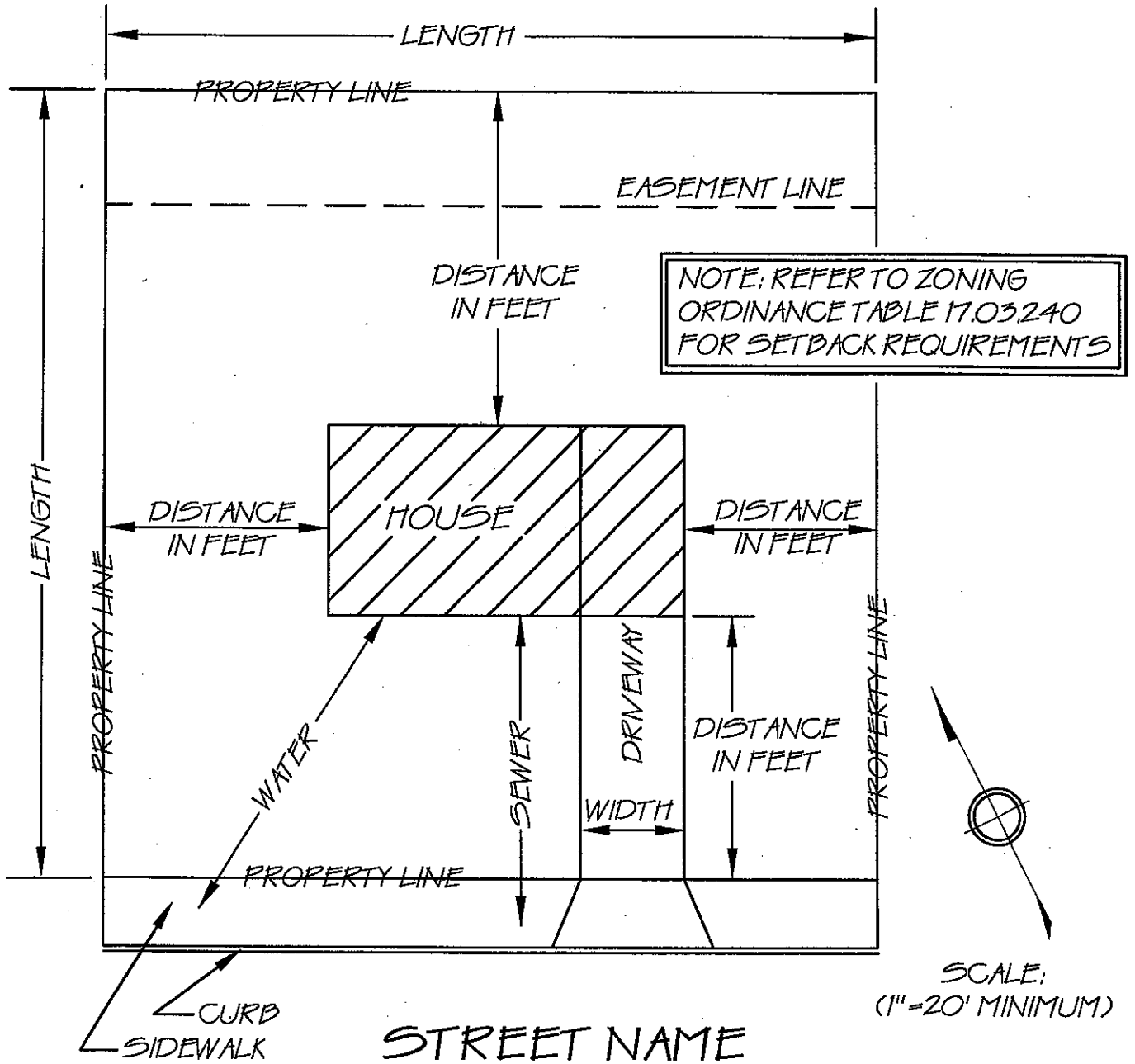
Date: _____

Signature

Name (please print)

Mailing Address

SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#; BLOCK#; SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS

