



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234.6161 FAX (208)234.6586

End of 21 Day Waiting Period: \_\_\_\_\_

**APPLICATION FOR A SIGN PERMIT**  
(Off-Premise Signs)

Filing Fee - \$60.00 + \$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: \_\_\_\_\_  
(City of Pocatello licensed electrician)

Height to top of sign: \_\_\_\_\_

Clearance below sign face: \_\_\_\_\_

Setback from property line(s): \_\_\_\_\_

Unipole Construction? \_\_\_\_\_

Will this sign have cutouts which project beyond the dimensions shown above? \_\_\_\_\_ Explain \_\_\_\_\_

Is the proposed sign an enlargement of an existing sign? \_\_\_\_\_

Is the proposed sign located within 30 feet of an existing "on-premise" ground/pole sign? \_\_\_\_\_

Is the proposed sign located within 1,000 feet of another such sign on the same side of the roadway or street?  
\_\_\_\_\_

Is the proposed sign located within 150 feet of another such on the opposite side of the roadway or street?  
\_\_\_\_\_

Is the proposed sign located within 250 feet (in any direction) of residentially zoned property, designated historic district, park, school, church, cemetery, or government facility? \_\_\_\_\_

Is there/will there be (with this sign) more than a total of 576 square feet of off-premise sign face within 200 feet of the point of intersection of the curb lines of any two streets? \_\_\_\_\_

Does the proposed sign meet sight triangle regulations as defined in the Sign Code? \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

- A. A site plan which includes: the site with street locations, lot frontage dimensions, building location(s), landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.
- B. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.
- C. Typed, gummed mailing labels of all property owners and tenants within a 200-foot radius of the proposed sign location, to whom notice of the application will be sent by the City. Following the date of this mailing, a 21-day waiting period shall be required prior to sign construction or erection, during which time any aggrieved person, so notified, may make a written protest to the Planning & Development Services Department for a hearing before the Planning and Zoning Commission.

Hearings before the Planning and Zoning Commission (P&Z) will take place at their next regularly scheduled meeting, for which sufficient time is available to meet statutory notification requirements (i.e., at least 21 days prior to the scheduled meeting date).

A decision of the P&Z may be appealed to the City Council within 15 days of the date of the P&Z decision. No construction/erection of signs shall be allowed pending the outcome of either hearing. The decision of the City Council is final.

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 a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after expiration of all waiting and/or appeal periods specified by the Municipal Sign Code. 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 SIGN OWNER

\_\_\_\_\_  
SIGNATURE OF SIGN CONTRACTOR

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY'S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

**Staff Use Only Below This Line**

**PERMIT INSPECTION – P & DS**

Date: \_\_\_\_\_  
Status/Action: \_\_\_\_\_

By: \_\_\_\_\_

**SIGN & ELECTRICAL INSPECTION – BUILDING**

Date: \_\_\_\_\_  
Status/Action: \_\_\_\_\_

By: \_\_\_\_\_



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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: \_\_\_\_\_

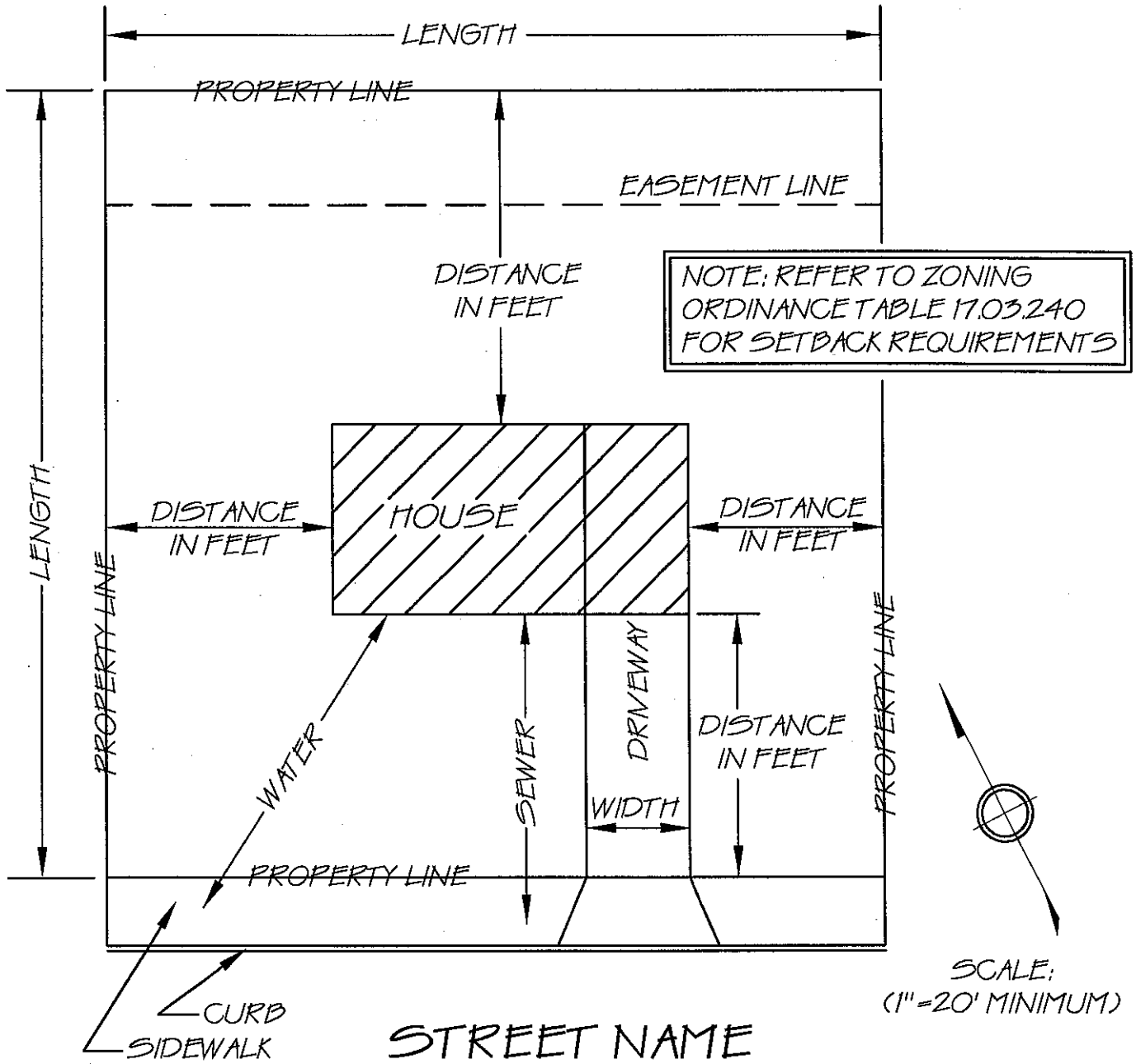
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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

