



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

### APPLICATION FOR SIGN EXCEPTION

(For Legally-Established Land Uses)

Submittal Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Filing Fee: \$200.00 + \_\_\_\_\_ addresses X \$3.00 = \$ \_\_\_\_\_ = **Total Due \$** \_\_\_\_\_

Sign Contractor Information:

Business/Site Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Zoning: \_\_\_\_\_ Historic District: Yes  No

Type of sign(s): \_\_\_\_\_

Illumination Source: \_\_\_\_\_

Dimension of Face(s): \_\_\_\_\_

Power Source: Existing  New  If new, electrical contractor name: \_\_\_\_\_

Is the electrical connection a standard three-prong? Yes  No

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 a face reflecting a "closed" business? Yes  No

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? Yes  No

Is this request for a new pole/ground sign? Yes  No  If yes, what is the distance to any neighboring pole/ground sign(s)? \_\_\_\_\_

If a pole/ground sign, does it meet sight triangle regulations? Yes  No

Is this business relocating from another site? Yes  No

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

1. A site plan that 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. Structural details showing mounting to a building or pole (pole size, anchoring, concrete footings, etc.).
4. 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.
5. **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 \$3.00 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.

_____ PRINT NAME OF BUSINESS/PROPERTY OWNER	_____ SIGNATURE OF BUSINESS/PROPERTY OWNER	_____ DATE
_____ PRINT NAME OF SIGN CONTRACTOR <b>(NOTE: Both signatures required.)</b>	_____ SIGNATURE OF SIGN CONTRACTOR	_____ DATE

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 \$3.00 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: \_\_\_\_\_

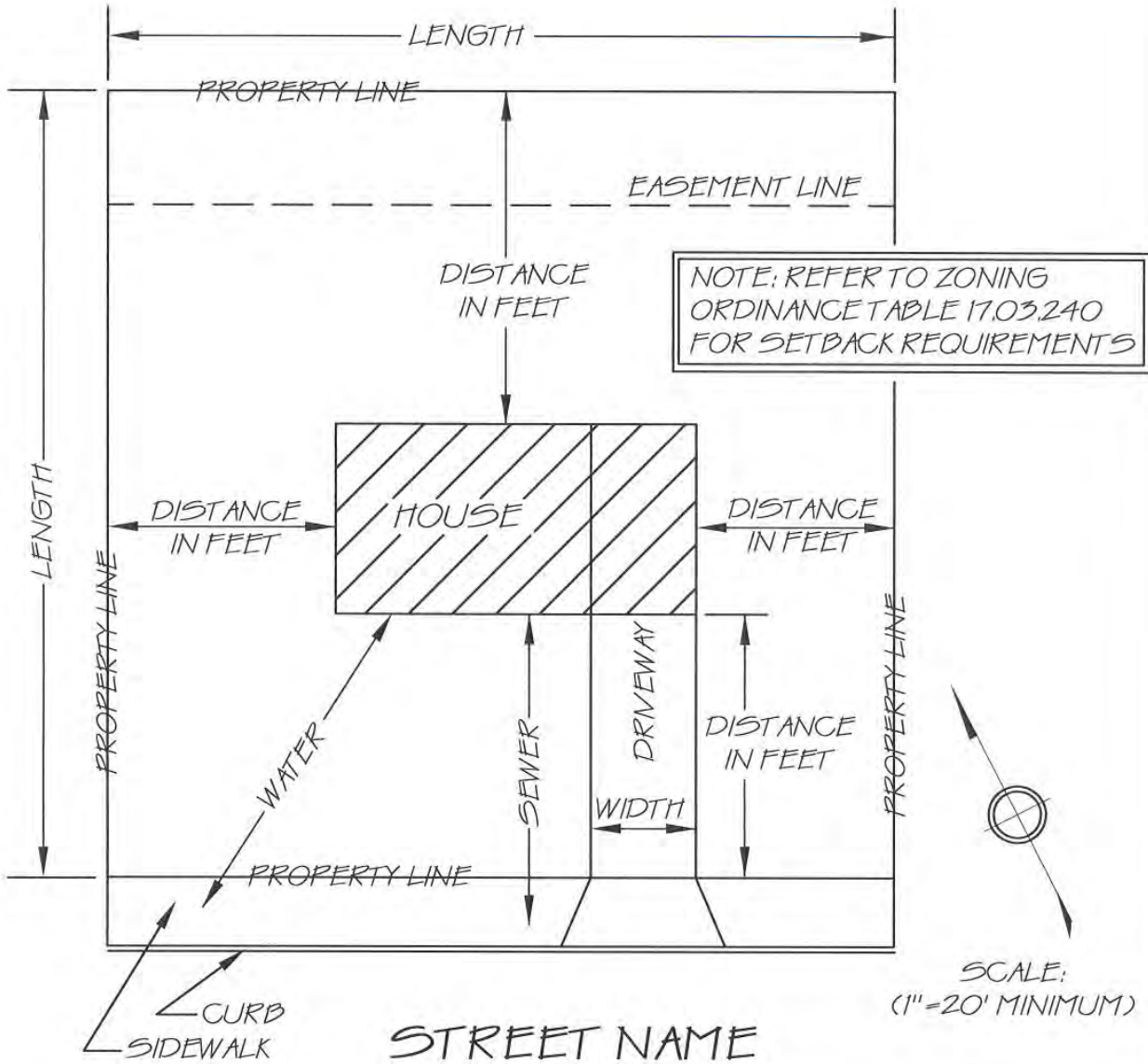
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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



## GUIDELINES TO PRESENT YOUR INFORMATION TO THE P & Z COMMISSION

### A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues such as subdivisions, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of your site drawings/plans. Where architectural compatibility is an issue, the color and construction samples may be required (e.g., for planned unit developments). Large plans (18" X 24" at least) for display, as well as smaller (8 ½" X 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" X 24" at least) for display, as well as smaller 8 ½" X 11") for each Commission member would be helpful.
3. Overhead projections of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio/visual equipment is available to assist you in your presentation to the Commission. Contact the Planning and Zoning Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

**Please note that for presentations in a public hearing, all material displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the Planning and Zoning Commission are requested to notify the City of that fact in advance of the meeting.**

Regular meetings of the P & Z Commission are open to the public and are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone.
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.