



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

APPLICATION FOR AN OFF-PREMISE SIGN PERMIT

Submittal Date: _____

Permit #: _____

Hearing Date: _____

Receipt Date: _____

End of 21 Day Waiting Period: _____

Receipt No.: _____

Filing Fee **\$75.00** + _____ 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's name: _____
(Must be a City of Pocatello licensed electrician)

Height to top of sign: _____

Clearance below sign face: _____

Setback from property line(s): _____

Unipole Construction? Yes No

Will this sign have cutouts that project beyond the dimensions shown above? Yes No If yes, explain: _____

Is the proposed sign an enlargement of an existing sign? Yes No

Is the proposed sign located within 30 feet of an existing "on-premise" ground/pole sign? Yes No

Is the proposed sign located within 1,000 feet of another such sign on the same side of the roadway or street? Yes No

Is the proposed sign located within 150 feet of another such on the opposite side of the roadway or street? Yes No

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? Yes No

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? Yes No

Does the proposed sign meet sight triangle regulations as defined in the Sign Code? Yes No

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. Drawing showing footing details.
- D. 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.

	Date		Date
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: _____ By: _____

Status/Action: _____

SIGN & ELECTRICAL INSPECTION – BUILDING

Date: _____ By: _____

Status/Action: _____



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

AFFIDAVIT OF MAILING LIST - OFF-PREMISE SIGN

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 located within 300 feet of the boundaries of the property line of 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: _____

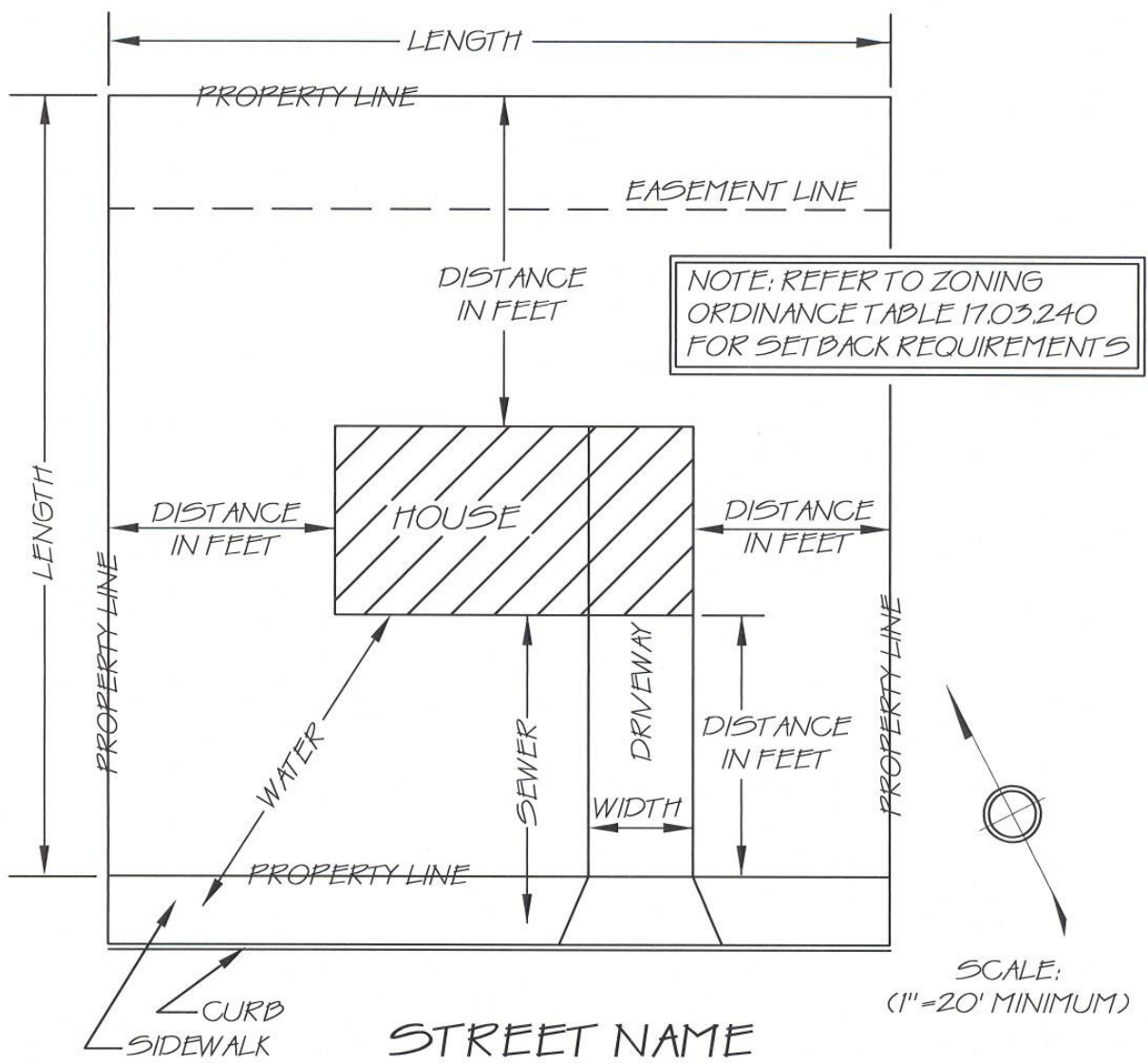
Signature

Name (please print)

Mailing Address

City, State, Zip

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.