



City of West Okobojo
SIGN PERMIT APPLICATION
PERMIT MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE RETURNED

PROPERTY & OWNER INFORMATION

Owner Name: _____ Cell Phone: _____
 Address/City/State/Zip: _____
 Address of Proposed Work: _____
 Email: _____

CITY USE ONLY	
Date Permit Issued:	Permit No.
Lot Size (sq.ft.):	Zoning District:
Legal Description (lot, block, subdivision):	
Required Yard Setbacks (by Ordinance)	
Front: _____	Side: _____
Rear: _____	Side: _____
Permit Fees: \$	Date Paid:

APPLICANT INFORMATION (If other than PROPERTY OWNER)

Builder: Contractor: Design Professional: Other: _____
 Applicant Name: _____ Cell Phone: _____
 Address/City/State/Zip: _____
 Address of Proposed Work: _____
 Email: _____

Describe the Sign in Detail. **PLEASE ATTACH A SITE PLAN AND SIGN DRAWING ON A SEPARATE PAGE.** _____

Please depict the sign text or message presented on the sign. _____

PROJECT TYPE: ___ New Construction ___ Relocate Sign ___ Alter Sign ___ Face Change ___ Replace Existing ___ Enlarge Sign
SIGN TYPE: _____ Wall Sign _____ Pole Sign _____ Ground Sign _____ Monument Sign
 all that apply _____ Directional Sign _____ Projecting Sign _____ Directory Sign _____ Off Premise Sign/Billboard
 _____ Temporary Sign _____ Portable Sign _____ Banner Sign _____ Electronic Sign (Digital)
 Other: _____ _____ Double Sided Sign? _____ Sign message on one side?

SIGN DIMENSIONS:
 Width: _____ Length: _____ Sign Height: _____ Overall Height: _____ Building Frontage: _____
 (Only if attached to a building): Height above building: _____ Distance sign will project out from a wall: _____
 Distance from front property line: _____ Distance from side property line: _____

SIGN COST: \$ _____ Date of Installation? _____

SIGN PERMIT - SITE PLAN REQUIREMENTS

Information to be included for typical residential projects. Commercial or industrial projects should provide sign drawings or design plans for new signs along with this permit application.

- ✓ Draw the lot showing lot measurements. Lot measurements may be obtained from the Dickinson County Assessor’s website
Note: Street paving is typically NOT the front property line.
- ✓ Show all existing and proposed new buildings or structures
- ✓ Show the dimensions of all new proposed signs to be placed on buildings or free-standing structures
- ✓ Show the distance between all existing and proposed buildings and the nearest lot or property lines
- ✓ Label adjacent streets and indicate alleys and easements as applicable. Use directional arrow to indicate north.

The city reserves the right to require additional information, including blueprints, necessary to review the proposed project.

RETURN COMPLETED SIGN PERMIT APPLICATION TO WEST OKOBOJO CITY HALL AT 501 TERRACE PARK BLVD. SIGN PERMIT EXPIRES ONE (1) YEAR AFTER ISSUE DATE. IF TIME PERIOD HAS ELAPSED, A NEW SIGN PERMIT IS REQUIRED. ABSOLUTELY NO PERMIT WILL BE ISSUED ON THE SPOT. THE ZONING ADMINISTRATOR MAY REQUIRE A CONFERENCE BEFORE ISSUANCE. THE COST OF A SIGN PERMIT IS APPROVED PER RESOLUTION OF THE CITY COUNCIL. THE PERMIT FEE SHALL DOUBLE IF CONSTRUCTION STARTS PRIOR TO OBTAINING A SIGN PERMIT. IT IS THE APPLICANT’S RESPONSIBILITY TO NOTIFY IOWA ONE-CALL (1-800-292-8989 OR 811) BEFORE ANY EXCAVATION BEGINS.

ACKNOWLEDGEMENT & SIGNATURE

The applicant, by signing, acknowledges and agrees to the conditions of this permit; and that the provisions of the West Okobojo Zoning Ordinance and the West Okobojo Code of Ordinances may be applicable to the submitted project. I hereby will defend, indemnify, protect, and hold harmless the City of West Okobojo and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct. All provisions of laws and ordinances governing this type of work shall be completed with whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or the performance of construction. The City of West Okobojo accepts no liability for measurements or location of lot lines or easements.

Signed: _____ Date: _____
Property Owner

Signed: _____ Date: _____
Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work)

CITY OFFICE USE ONLY

Reviewed by: _____ Date: _____
West Okobojo Zoning Administrator or Authorized Representative

Approved Denied Conditional Approval - if conditional approval, conditions required:

Review comments: _____

Permit Request Requires: Variance If a variance is required, forwarded to Board of Adjustment on: _____ (date)

SIGN PERMIT SITE PLAN

Clearly show the relationship to building, streets, etc. Show setbacks and location on lot or on building. You may use the map feature in <https://dickinson.iowaassessors.com/search.php> or attach a separate sheet, plans, or sign design specifications.

