



Sign Permit

Case # SP _____

DATE
STAMP

COMMUNITY DEVELOPMENT DEPARTMENT
1203 N. HUDSON/PO BOX 1188, SILVER CITY, NM 88062
(575)534-6348 FAX (575)534-6381

A Sign Permit is required for all *new* signs within Town limits, except those exempt signs listed in Section 5.15 of the Land Use Code. No permit is needed for a sign face altered by painting, overlay, or change of message or design. All signs must comply with Section 5.15 of the Land Use Code. There is a permit fee of \$25.00 for signs up to 100 square feet in total area plus \$1.00 for each additional square foot. Signs in the historic commercial district are limited to 40 square feet in area.

***NOTE:** Please fill out entire application and submit with documents listed below. Incomplete applications will not be accepted. An application can be faxed for preliminary review; however, a signed original application is required for final approval.

REQUIRED DOCUMENTS:

- scaled plan drawing of all signs;
- plat showing the location of all proposed and existing signs on the property
- proof of ownership (copy of deed or survey)

PURPOSE (please circle one): New sign(s) Changes to existing sign(s)

PROPERTY INFORMATION:

Name of business: _____

Name of business owner: _____ Phone: _____

Name of property owner: _____ Phone: _____

Type of business: _____ Home business (yes/no) _____

Property street address: _____

How many feet of street frontage _____

How many feet of building façade _____

Zoning (please circle one): Rural _____ Res A Res B Res C Commercial Industrial

LEGAL INFORMATION:

Platted: Lot(s) _____ Block(s) _____

Subdivision/Addition _____

Section _____ Township _____ Range _____

Total area: _____ acres or sq. ft. Property code: 3- _____ - _____ - _____ - _____

(The property code # can be obtained from the County Assessor's Office or from property tax bill)

ADDITIONAL INFORMATION:

Name of sign maker: _____

Mailing address: _____

Phone: _____ Alternate phone: _____ Fax: _____

SIGN INFORMATION:

Total number of proposed signs: _____

Please fill in the following information regarding type (temporary, identification, directional, roof, wall, free-standing, projecting, sandwich board or other), number, size, illumination, and other relevant information in the spaces below. Include information for each sign on the property (attach additional sheets if necessary).

- 1. Type: _____ #: _____ Total area: _____ sq.ft. Height: _____
Illuminated? _____ Dimensions: _____ width _____ length
- 2. Type: _____ #: _____ Total area: _____ sq.ft. Height: _____
Illuminated? _____ Dimensions: _____ width _____ length
- 3. Type: _____ #: _____ Total area: _____ sq.ft. Height: _____
Illuminated? _____ Dimensions: _____ width _____ length
- 4. Type: _____ #: _____ Total area: _____ sq.ft. Height: _____
Illuminated? _____ Dimensions: _____ width _____ length

I hereby acknowledge that this application is correct and complies with Section 5.15 of the 2010 Land Use Code. I understand that an incomplete or incorrect application can delay processing of the permit.

Signature of Applicant _____ **Date**

FOR STAFF USE ONLY

Fee:\$ _____ cash/ck.# _____ Paid: _____ Receipt #: _____

APPROVAL:

Approved: (date) _____ **by (staff)** _____.

Not approved due to (list reasons):

Staff: _____ **Date:** _____