



# CITY OF RUSHVILLE

330 N. Main Street, Suite 200  
Rushville, Indiana 46173  
(765) 932-3735

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## RUSHVILLE ADVISORY PLAN COMMISSION

### SIGN PERMIT APPLICATION

Zoning Ordinance 2016-1, Article X

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**Total Number of Signs Requested:** \_\_\_\_\_ (attach one worksheet per sign requested)

#### Applicant Information

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

Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### Property Owner Information (the "owner" does not include tenants or contract buyers)

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

Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### Tenant / Lessee Information (if applicable)

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

Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### **Executive Director Use Only:**

Existing Zoning: \_\_\_\_\_

Future Land Use: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

Docket No.: \_\_\_\_\_

**Notification Information** (list the person to whom all correspondence regarding this application should be directed)

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

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

(Number) (Street)

(City) (State) (Zip)

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Property Information**

Address: \_\_\_\_\_ (Number)

**OR** General Location (if no address has been assigned, please provide a street corner, subdivision lot number, or attach a legal description)

\_\_\_\_\_  
\_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use (if different): \_\_\_\_\_

Zoning: \_\_\_\_\_

**Applicant's Signature**

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**Owner's Signature** (the "owner" does not include tenants or contract buyers)

I authorize the filing of this application and will allow the City staff to enter this property for the purpose of analyzing this request. Further, I will allow a public notice sign to be placed and remain on the property until the processing of the request is complete.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

# SIGN PERMIT WORKSHEET

(Please include a separate sign worksheet for EACH sign)

**Use of Sign** (check only one):

- Permanent       Temporary: from \_\_\_\_\_ to \_\_\_\_\_  
(Start date)                      (End date)

**Type of Sign** (check all that apply):

- Wall       Freestanding       Projecting       Ground/Monument  
 Awning       Time/Temperature       Changeable Copy       Electronic Message Board  
 Window       Other:  
\_\_\_\_\_

**Sign Features** (check all that apply):

- Multiple Use Sign – Number of Secondary Elements (i.e. tenant signs): \_\_\_\_\_  
 Changeable Copy: \_\_\_\_\_ Square Feet  
 Time & Temperature: \_\_\_\_\_ Square Feet

**Sign Area:**

Sign Area (total): \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)

**Freestanding Sign Information** (complete if applicable):

Sign Height (from ground level): \_\_\_\_\_ Feet  
Sign Area (primary element): \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)  
Sign Area (secondary element #1): \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)  
Sign Area (secondary element #2): \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)  
Sign Area (secondary element #3): \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)

**Wall Sign Information** (complete if applicable):

Area of Structure Front Walls: \_\_\_\_\_ Square Feet  
Front Wall #1: \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)  
Front Wall #2: \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)

**Window Sign Information** (complete if applicable):

Area of Windows: \_\_\_\_\_ Square Feet  
Windows on Wall #1: \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)  
Windows on Wall #2: \_\_\_\_\_ Square Feet ( \_\_\_\_\_ feet tall by \_\_\_\_\_ feet wide)

## **SIGN PERMIT - APPLICATION CHECKLIST**

**(Rushville Zoning Ordinance: Article X, Sign Standards)**

**The following shall be included in the Sign Permit Application. The applicant is responsible for contacting the Executive Director to identify any information that is not applicable. The applicant is also required to provide any other information requested by the Executive Director or his/her designee to demonstrate compliance with the requirements of the Rushville Zoning Ordinance.**

Sign Permit Application Checklist:

- Sign Permit Application
- One Sign Worksheet per sign requested, 1 hard copy in a recordable format plus one electronic submittal in pdf format.
- Dimensioned drawings showing the size of each sign face and indicating each sign's proposed location (either on the face of a structure or elsewhere on the property), 1 hard copy in a recordable format plus one electronic submittal in pdf format.
- Site plan showing the location of any types of freestanding signs proposed (including the sign location, setbacks from all rights-of-way, landscaping at the sign base and all sign visibility triangles), 1 hard copy in a recordable format plus one electronic submittal in pdf format.