



CITY OF RUSHVILLE

133 West 1st Street
Rushville, Indiana 46173
(765) 932-3735

RUSHVILLE ADVISORY PLAN COMMISSION

SIGN PERMIT APPLICATION

Zoning Ordinance 2016-1, Article X

Total Number of Signs Requested: _____ (attach one worksheet per sign requested)

Applicant Information

Name: _____

Current Address: _____
(Number) (Street)

(City) (State) (Zip)

Phone No.: _____ E-mail Address: _____

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

Name: _____

Current Address: _____
(Number) (Street)

(City) (State) (Zip)

Phone No.: _____ E-mail Address: _____

Tenant / Lessee Information (if applicable)

Name: _____

Current 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: _____

Current Address: _____

(Number) (Street)

(City)

(State)

(Zip)

Phone No.: _____ E-mail Address: _____

Property Information

Current Address: _____

(Number) (Street)

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, 12 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Executive Director.
- ☐ 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), 12 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Executive Director.
- ☐ 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), 12 hard copies in a recordable format plus one electronic submittal in a format acceptable to the Executive Director.