

**DEPT. OF COMMUNITY DEVELOPMENT
CITY OF ROGERS, ARKANSAS
301 W. CHESTNUT
PHONE (479)621-1186
FAX (479)986-6896**

OFFICE USE ONLY

Permit Fee: _____ (\$10 per sign)

Zoning: _____

Permit Number: _____

CityView Application: _____

Date: _____

APPLICATION FOR SIGN PERMIT

BUSINESS NAME _____

ADDRESS OF SIGN: _____ **SUITE #** _____

SIGN CONTRACTOR: _____ **CONT. LIC.** _____

ADDRESS/ZIP CODE: _____ **PHONE #** _____

PROPERTY OWNER: _____

TENANT NAME: _____

EMAIL: _____

Sign Type*	Dimension	Sign Area (sq. ft.)	Height	Valuation (include sign cost/labor)

*wall, pole, monument, awning, canopy, projection, suspended, electronic/LED

TYPE OF WORK: _____ New Sign _____ Alteration _____ Repair

FEATURES: _____ Illuminated _____ Non-Illuminated _____ Animation

DOES ANY PART *PROJECT OVER* OR *LOCATE* IN RIGHT OF WAY? _____
(Signs must be 5 feet from any right-of-way. **Exception:** projecting signs and sandwich signs in allowable zoning districts.)

Number of businesses in building? _____ Number of street frontages? _____

Street names _____

Width of Building/Business Frontage _____

Width of Building/Business Frontage _____

ARE THERE EXISTING SIGNS ON PREMISE: _____ YES _____ NO

If yes, please describe: _____ Freestanding Sign Size _____

_____ Wall Sign Size _____

_____ Wall Sign Size _____

_____ Wall Sign Size _____

_____ Wall Sign Size _____

_____ Wall Sign Size _____

Is new sign being attached to existing sign frame? _____

If this is an alteration, repair, etc., please describe: _____

ELECTRICAL CONTRACTOR: _____

(Electric permits required, **by a licensed electrical contractor**, if illuminated or any wiring is being placed for sign)

Multitenant buildings with multiple signs: Letter from building owner granting permission for sign placement is required.

DRAWING and/or SITE PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:

1. PLOT/SITE PLAN REQUIRED, **DRAWN TO SCALE**, FOR DETACHED FREESTANDING, MONUMENT SIGNS
 - a. Legal description of property
 - b. Dimensions of property
 - c. Drawings showing details of construction, including loads, stresses and anchors.
Drawings must be sealed by a Arkansas registered design professional
 - d. Sign location and dimensions in relation to all buildings, property lines, driveways, parking spaces, and internal circulation drive aisles, streets and electric lines
 - e. Any easements, storm detention or drainage areas
 - f. Width of driveways and width of right of way
 - g. Sight vision triangle measurements for driveways and intersection corners
 - h. Streets adjacent to sign.
 - i. Locations of and distance from other detached sign on the same parcel and/or premise
 - j. Distance to closest residential zoning district
 - k. New freestanding signs require a landscape plan for the required 50 sf of landscaped area
2. ELEVATION DRAWINGS REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS PROJECTING SIGNS, MARQUEE SIGNS, AND DETACHED SIGNS:
 - a. All dimensions of sign to include structure, lighting, and all extremities
 - b. Drawings showing details of construction, including loads, stresses and anchors.
Drawings must be sealed by a Arkansas registered design professional
 - c. Dimension and height from grade to bottom surface of sign area
 - d. Dimension and height from grade to uppermost portion of sign
 - e. Dimension from building wall to outer most extremity of wall sign
 - f. Linear footage of each building wall having frontage on a street

ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION PRIOR TO THE CONCRETE BEING POURED. INSPECTION MUST BE REQUESTED BY 8:30 AM TO RECEIVE A SAME DAY INSPECTION.

NOTE: CONTACT (479) 621-1186 IF YOU HAVE ANY QUESTIONS.

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction

Signature	Phone	Date
Title: _____ Contractor	_____ Owner	_____ Agent for Owner

Planning Staff Approval: _____