

CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON COUNTY, INDIANA 2020 SIGN PERMIT APPLICATION

REQUIRED MATERIALS:

- SIGN PERMIT to be submitted electronically to nchavez@carmel.in.gov & ePlan review system
- PRIOR APPROVALS (Letter of Grant or Building Permit Placard / Pink Application Page)
- SITE PLAN (Depicting all dimensions, setbacks and proposed sign location)
- SIGN ELEVATIONS (Depicting all dimensions, copy and color)
- BUILDING OR TENANT SPACE ELEVATION
 - (Depicting frontage dimensions and proposed sign location)
- LANDSCAPE PLAN: **Required** for ground signs
 - (Depicting the planting area, plant materials, mature heights and caliper)

DATE RECEIVED:

SIGN PERMIT FEES: (Please do **NOT** submit check until permit has been issued)

- ADLS AMENDMENT: **\$115 + \$28.00 PER SIGN**
- PERMIT APPLICATION: **\$107.00**
- SIGN ERECTION OR REPLACEMENT: **\$43.00 PER SIGN FACE PLUS \$2.05 PER SQUARE FOOT** (effective 4/1/2020)

1. SIGN

PERMIT NUMBER: _____

SIGN COPY: _____ **SIGN ADDRESS:** _____

SIGN STATUS: NEW EXISTING **SIGN DURATION*:** PERMANENT TEMPORARY (*See #7 Disclaimers, pg. 3)

SIGN TYPE: WALL AWNING GROUND SUSPENDED PROJECTING PORCH
 BLADE WINDOW BANNER DRIVE-THRU CONSTRUCTION SALE/LEASE

SIGN AREA DIMENSIONS: _____ x _____ **TOTAL SIGN AREA SQ. FT.:** Requested: _____ Permissible: _____

WALL MOUNTED SIGNS: SPANDREL PANEL DIMENSIONS: Height: _____ x Width: _____
SIGN DIMENSION AS A % OF SPANDREL PANEL: Height: _____ % Width: _____ %

HEIGHT OF SIGN FROM GROUND: _____ **NUMBER OF SIDES:** 1 OR 2
 (wall sign: measure to bottom of sign; ground sign: measure to top of sign)

BUILDING / TENANT SPACE FRONTAGE: _____ FT. **SIGN DISTANCE FROM NEAREST R.O.W.:** _____ FT.
 (R.O.W. stands for Right of Way. The inside edge of sidewalk is often the end of the R.O.W. (City's property) and a good spot to measure from.)

LAND ACREAGE: _____ (Applies only to Temporary signs) **SIGN FACE COLOR(S):** _____

ILLUMINATION METHOD: INTERNAL EXTERNAL REVERSE-LIT/HALO NONE OTHER: _____

BUILDING TYPE: COMMERCIAL RESIDENTIAL INSTITUTIONAL MIXED USE OTHER: _____

IDENTIFY ANY EXISTING SIGNS ON SITE: _____

WHAT WAS THE NAME OF THE PREVIOUS TENANT (IF APPLICABLE)? _____

SHOPPING CENTER OR COMPLEX NAME: _____

2. ZONING ([click here to open the GIS Map](#))

ZONING DISTRICT: _____ **PARCEL ID #:** _____

OVERLAY ZONE: 421 Keystone Pkwy. Carmel Dr./Range Line Rd. West 116th St.
 Old Town Monon Trail Home Place Business District West Home Place Commercial Corridor

PRIOR APPROVALS: P.C. Docket # _____ B.Z.A. Docket # _____ Building Permit# _____

**CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON
COUNTY, INDIANA 2020 SIGN PERMIT APPLICATION**

6. FEES (COMPLETED BY DOCS STAFF)

PERMIT NUMBER: _____

ADMINISTRATIVE ADLS AMENDMENT	\$115 + \$28.00/sign _____
SIGN PERMIT APPLICATION	\$107.00 _____
SIGN ERECTION	\$43.00/sign face + \$2.05/sf _____
INSPECTION FEE (Required if photography not provided)	\$147 OR Photo will be provided
TOTAL FEE	\$ _____

PERMIT ISSUED BY: _____ FEE RECEIVED BY: _____

RELEASED STAMP:

PAID STAMP:

7. DISCLAIMERS (COMPLETED BY DOCS STAFF)

APPLICANT, PLEASE NOTE THE FOLLOWING:

PERMANENT SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A PERMANENT SIGN, THIS SIGN PERMIT IS APPROVED FOR THIS SIGN AT THIS LOCATION ONLY.
- IF THE APPLICANT RELOCATES AT A FUTURE DATE/TIME TO A NEW BUILDING, A NEW SIGN PERMIT IS REQUIRED FOR THE NEW LOCATION. ALL FEES APPLY.

TEMPORARY SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A TEMPORARY SIGN, **THIS SIGN PERMIT EXPIRES ON:** _____. THIS SIGN PERMIT MAY BE RENEWED ANNUALLY FOR AN ADDITIONAL YEAR WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.
- IF THE SIGN IN THIS APPLICATION IS FOR AN *INTERIM BANNER PENDING A PERMANENT SIGN*, IT IS APPROVED FROM: _____ THROUGH _____ FOR A THREE MONTH TIME PERIOD. A SIGN PERMIT IS REQUIRED. IT MAY BE RENEWED FOR AN ADDITIONAL THREE MONTHS WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.

8. CITY CONTACT

PLEASE DIRECT ANY SIGN QUESTIONS TO THE DEPARTMENT OF COMMUNITY SERVICES (DOCS), ATTN:

Nathan Chavez, Sign Administrator
NCHAVEZ@CARMEL.IN.GOV

CITY OF CARMEL
DOCS, 3RD FLOOR
1 CIVIC SQUARE
CARMEL, IN 46032

P: 317-571-2478

**CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON
COUNTY, INDIANA 2020 SIGN PERMIT APPLICATION**

9. SIGN SIZE CHART A: Ground Signs – Single & Multi-tenant Buildings

Setback of Sign from Street Right-of-Way (minimum of 5 feet)*	Building Frontage (Tenant Unit)	Maximum Sign Area	Maximum Height of Ground Sign
5 - 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51 - 100 feet	under 50 feet	35 sq. ft.	6 feet
	51 - 100 feet	50 sq. ft.	6 feet
	101 - 150 feet	65 sq. ft.	6 feet
	151 - 300 feet	80 sq. ft.	6 feet
101 - 200 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	55 sq. ft.	6 feet
	101 - 150 feet	70 sq. ft.	7 feet
	151 - 300 feet	85 sq. ft.	8 feet
201 - 300 feet	under 50 feet	45 sq. ft.	7 feet
	51 - 100 feet	60 sq. ft.	7 feet
	101 - 150 feet	75 sq. ft.	7 feet
	151 - 300 feet	90 sq. ft.	8 feet
	300 + feet	105 sq. ft.	8 feet