



Planning & Development Services

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Sign Application

This box for office use only

File #: _____ **Fee:** _____

Cross Referenced File(s): _____ **Zone(s):** _____

This application is a request to construct, add or change the use of the property as follows:

Sign Permit **Street Banner** **Sign Program**

Is this property part of a Sign Program? Yes No

Sign Program File Number: _____

Business Name: _____

Address of Subject Property: _____ **Zip:** _____
 Mapping Division must initial here _____ to signify address verification.

Name of Business Owner: _____ **Phone:** _____

Name of Property Owner: _____ **Zip:** _____

Sign Company Name: _____

Sign Company Address: _____

Name of Representative: _____ **Phone:** _____

Property Description: (either lot, block & subdivision name or recorded deed with a metes and bounds description)

Parcel Number: _____

Please describe the number and type of signs proposed

(for sign program applications, distinguish between "Center Signs" and signs to identify individual buildings).

Current Signage

List all signage presently on premises that will remain:

Sign #	Type of Sign	Construction Materials	Type of Illumination	Sign Location	Sign Dimensions	Height to top of Sign

Proposed Signage

List all new signage proposed on the premises:

Sign #	Type of Sign	Construction Materials	Type of Illumination	Sign Location	Sign Dimensions	Height to top of Sign

Lot Measurements

Linear footage of property line abutting front street: _____

Linear footage of property line abutting side street: _____

Building Measurements

Height of Wall	Length of Wall	Directional Location
Wall No. 1		
Wall No. 2		
Wall No. 3		
Wall No. 4		

Sign Permit/Sign Program Application Submittal Requirements

- 1. (1) Signs drawn to scale and dimensioned; attach a colored rendering unless the drawing of the sign(s) is colored to represent the actual sign.
- 2. (1) Site Plan must indicate the location of signs, must be drawn to scale (1" = 30' minimum) for free standing signs, and must include the following:
 - a. North arrow and scale
 - b. Property lines
 - c. Precise location of signs
 - d. Existing and proposed buildings
 - e. Parking areas, driveways, clear-vision triangles.
 - f. Location of all existing and proposed signs and required landscape bases.
 - g. Landscaping for free-standing signs; plants must be identified by type and size

For Sign Program Applications:

Include both a Site Plan for the entire center, office or industrial park, and, if applicable, a site plan for each individual site or parcel for which a free-standing sign is proposed. The type of Site Plan needed depends partly on the size of the park or center.

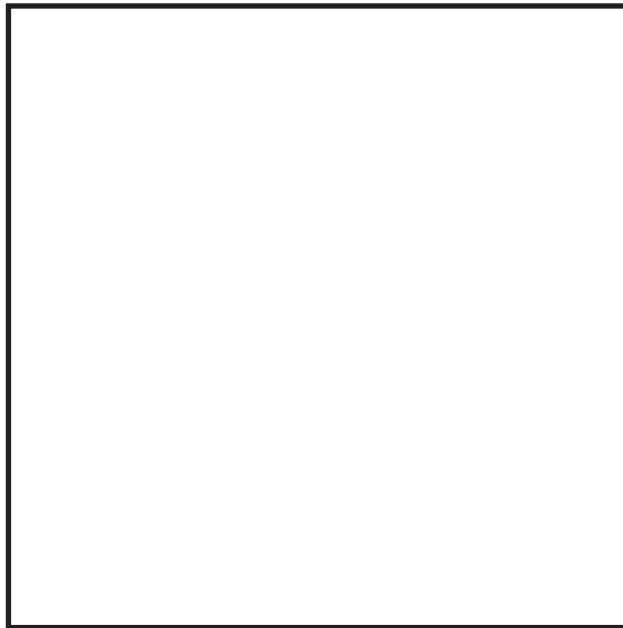
- 3. (1) Vicinity map (8 ½ x 11" at 1" = 300' scale), available from the PDS Mapping Division. Please indicate the location of your property on the map, and request that the map be stamped.
- 4. (1) Colored photographs of site and building. Include photographs of existing signs to remain. For new wall signs, elevation drawings showing the location of signs may be used.
- 5. (1) For free-standing signs, a material sample and color swatch or chip may be necessary to determine the design compatibility of sign(s) with the building(s).
- 6. (1) Sign programs require an Affidavit of Legal Interest (see attached) from owners.

Note: Your sign may also require a building permit. Before issuing a building sign permit, the Building Division requires a valid Certificate of Occupancy or a pending/issued permit for your building.

Signature of Applicant/Representative

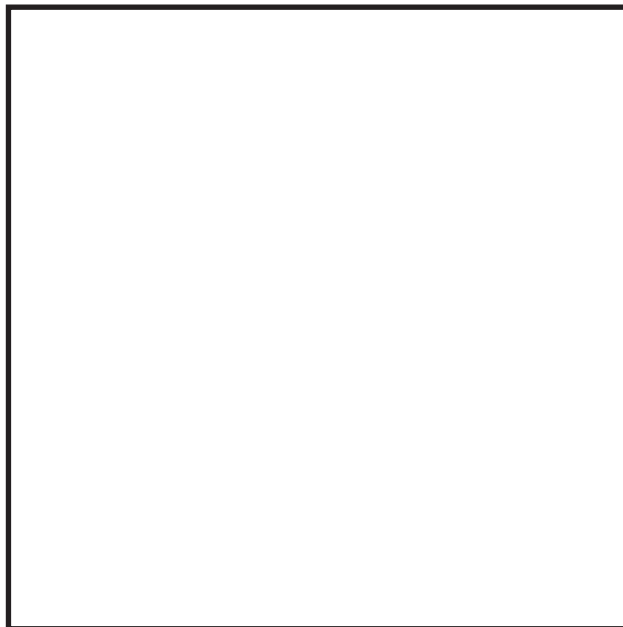
Date

Attach colored photos of existing signage and proposed signage



Location:

Comments:



Location:

Comments:
