

**Zoning Permit Application/Intake Checklist – Signs  
Mason City Development Services Department**

**Please complete this application/intake checklist, sign where indicated and return the checklist, and supporting documentation to the Building Division along with your Sign Permit Application. If you have questions about this form, please contact the Zoning Administrator at 641-421-3626.**

Project Address: \_\_\_\_\_ Application Date: \_\_\_\_\_

Sign Type(s): \_\_\_\_\_ Attached Sign(s) \_\_\_\_\_ Detached Sign(s) \_\_\_\_\_ Portable Sign

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**In order to issue a zoning permit for your sign(s), you must submit the supporting documentation based on the type of sign as listed below. All images should be suitable for scanning. A site plan drawn on an aerial photograph or on a format that cannot be scanned will be rejected and will delay approval of your sign permit. Please review your submittal, using the checklist below. Unless otherwise noted, all elements on the checklist are required.**

**All Signs:**

\_\_\_\_\_ Fully dimensioned color rendering of sign and sign structure.

**Detached and Temporary signs:**

***A site plan showing the following:***

- \_\_\_\_\_ Address of the property.
- \_\_\_\_\_ All abutting streets and alleys, labeled with name where appropriate.
- \_\_\_\_\_ All existing and proposed easements on the subject property.
- \_\_\_\_\_ All exterior and interior property lines.
- \_\_\_\_\_ Distance between sign cabinet and abutting property lines.
- \_\_\_\_\_ Distance between leading edge of the sign structure and abutting property lines.
- \_\_\_\_\_ Location and dimension of any existing detached or temporary signs and their proposed disposition.

**Attached Signs, including window awnings, window decals and lettering:**

- \_\_\_\_\_ Fully dimensioned elevations of each building façade where signs will be attached
- \_\_\_\_\_ Location of existing and proposed signs clearly located, with disposition identified.
- \_\_\_\_\_ Inventory of photographs of all existing signs, with exterior dimensions.
- \_\_\_\_\_ Designation of Primary Façade and Secondary Façade.

***I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City ordinances and State laws regarding zoning and sign hanging. I understand that it is my responsibility to call for any required inspections and that failure to do so may result in revocation of my zoning and/or sign permit.***

Owner, or Owner's Authorized Agent: \_\_\_\_\_

**TO BE FILLED OUT BY CITY STAFF ONLY**

Zoning Permit #: \_\_\_\_\_ Parent Permit #: \_\_\_\_\_ Approved on: \_\_\_\_\_