



# SIGN PERMIT

## Application Packet

- Notice to Applicant
- Questions, Answers & General Information
- Application Form
  - Checklist

*City of Greenland  
Planning Division  
8 E. Ross  
P.O. Box 67  
Greenland, AR 72737*

**SIGN PERMIT APPLICATION  
SUPPLEMENT SHEET**

**NOTICE:**

***BEFORE SUBMITTING YOUR APPLICATION...***

*It is the Applicant's responsibility to review Section 22 ("Sign Code") of the Greenland Municipal Code, as well as the "Greenland Designs Standards Pattern Book (sections 6 and 8) for all guidelines and terms of compliance to ensure that you are requesting a sign which will be permitted in the zoning district for which you are requesting.*

*This packet is NOT for banners. Banners have their own packet.*

*If you have questions, or need further information before submitting your application, please contact City Hall (479)-521-5760.*

## SIGNS (Questions, Answers, and General Information)

***NOTE: This is for informational purposes only– it is the Applicant's responsibility to review the applicable sections of the Greenland Municipal Code for terms of compliance.***

### **When do I need a permit?**

- For a complete listing of signs allowed without permits, see Sections 2.01b and 2.03
- For a complete listing of signs requiring permits, see Section 2.02, 2.04
- A **Sign Permit Application** must be completed for the erection or posting of any sign which, pursuant to Greenland Municipal Code Section 9.12 “Sign Code”, requires a permit.
- A **Banner Permit Application** must be completed for the placement or posting of any commercial banner (as defined in the Greenland Municipal Code Section 9.12 “Sign Code”).

***NOTE: Garage/yard sales require a “no-fee” permit. See Section 2.04 for details.***

***Political signs require a “bond” to be posted. See Section 2.03(4)(c) for details.***

### **Can I Put Up Any Kind of Sign?**

**NO...** See Section 2.01a “Signs Prohibited” for details.  
See Section 2.01b, 2.03 for “Permitted Signs”  
See Section 2.04 for “Garage/Yard Sale” sign requirements  
See Section 2.05 for construction and maintenance requirements  
See Section 3.01 through 3.06 for guidelines

### **SIGN PERMIT APPLICATION PROCESS:**

Completed application, applicable fee and all required supporting documentation, must be submitted to City Hall, **ON OR BEFORE the 20<sup>th</sup> of the month.** Once received by City Hall, the matter will be placed on the next regularly scheduled Planning Commission agenda (1<sup>st</sup> Monday of the month).

***See the “Greenland Planning Commission Scheduled Meeting Dates” for dates.***

For any sign requiring a permit, you may obtain an application at City Hall. The Applicant must be present at the Planning Commission meeting in order for the application to be reviewed and a decision to be made. If the Applicant is not present, the Planning Commission may either table the application until the following month, or deny the Application in its entirety.

If the Applicant believes they will need a variance, the Applicant must fill out and submit the regular application, **AND** a Sign Variance Application, as well as all applicable fees and documentation as required on both applications.

## **BANNER PROCESS:**

1. Requests for a banner shall be made by submitting a fully-complete "Application for Banner Permit" form to the City Clerk along with the applicable banner permit fee of \$25.00.
2. Once the Application and Fee has been submitted to the city clerk, the city clerk will then place the business' "request for banner permit" on the agenda for the next regularly-scheduled Planning Commission meeting (*held the first Monday of each month at 6:30 p.m. at City Hall*).

***NOTE:*** *In order to be placed on the next regularly-scheduled meeting, all paperwork must be submitted before the cutoff date established by the Planning Commission for placing items on the agenda. You may refer to the attached "Greenland Planning Commission Scheduled Meeting Dates" for dates. Any request received after the cutoff date shall not be reviewed by the Planning Commission until the following month's regularly-scheduled meeting.*

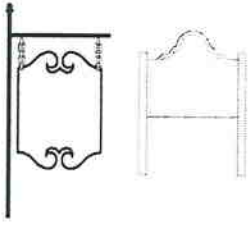
3. After the Planning Commission has reviewed the request and application, the permit request shall either be approved, approved conditionally, or disapproved. If the request is approved conditionally, the required conditions shall be stated to the Applicant and noted on the Application. If the application is denied, the reason for denial shall be stated to the Applicant and noted on the Application.
4. Once the Application has been signed by the Planning Chairman:
  - a. a copy shall be given to the Applicant;
  - b. the original shall be given to the City Clerk for filing in city records;
  - c. a copy shall be forwarded to the Sign Administrator for his/her records

## **BANNER GENERAL GUIDELINES/REQUIREMENTS**

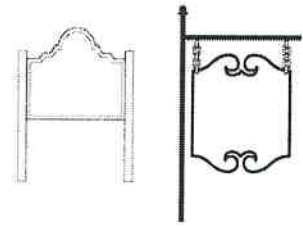
1. A **maximum of two (2) outside banners** may be displayed **at the same time** for each business. If two (2) banners are requested to be displayed at the same time, the **single permit fee of \$25.00 shall cover both banners.**
2. A single-sided banner constitutes one (1) banner;  
A double-sided banner constitutes one (1) banner;  
Two single-sided banners constitutes two (2) banners;  
Two double-sided banners constitutes two (2) banners
3. The maximum square footage of any banner side may not exceed 24 square feet
4. The issued banner permit shall be valid for any period not exceeding eight (8) weeks. The use of any outdoor banner shall not continue for more than eight (8) consecutive weeks

5. Upon the expiration of the banner permit, there shall be an eight (8) week “downtime” where no banner permits shall be issued and no banners may be displayed. Any time after the eight (8) week “downtime”, the business may apply for another banner permit and may repeat the “8weeks-on/8weeks-off” cycle.
6. The owner or person in possession of a banner in violation of Section 2.05 shall remove the same upon order of the Building Inspector or authorized Code Enforcement Officer.
7. For the purposes of these guidelines, any portion of any day in which a banner is displayed shall be counted as one full day.

**NOTE:** **Businesses not removing banners within the approved time frame shall be subject to citation by the City’s Code Enforcement Officers**



City of Greenland  
 Planning Division  
 8 E. Ross  
 Fayetteville, Ar  
 Ph#521-5760 / Fax #521-7780



**SIGN PERMIT APPLICATION**

Sign Site Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Is the sign on site? \_\_\_\_\_ Is the sign joint identification? \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

Please **PRINT** all requested information:

<b>General Information:</b>	
Name of Business:	Bus. Phone #:
Business Owner:	Home Phone:
Business Owner Address:	Zip:
Business Owner Email Address	
Property Owner:	Contact #:
Property Owner Address:	Zip:
Property Owner Email Address	
Sign Contractor:	Contact #:
Contractor Address:	Zip:
Contractor Email Address (if applicable):	

**Please Circle: New Sign / Alteration to Sign / Addition to Sign / Move Sign**

Is sign for new building? **Yes / No**

Is sign for a new business in an existing building? **Yes / No**

Has the business registered with the City (obtained business license) **Yes / No**

If this is an alteration, addition, or movement to existing sign(s), specify:

Setback from right-of-way for freestanding or monument sign? ..... \_\_\_\_\_

Setback from nearest property line ..... \_\_\_\_\_

Type of display surface? \_\_\_\_\_

Type of support provided/description? \_\_\_\_\_

Please specify the illumination: **Neon / Fluorescent / Direct / Indirect / None**

If the sign is electrical, list the UL #'s \_\_\_\_\_

Electrical Application Number (if applicable) \_\_\_\_\_

*Continued on Next Page*

**THE FOLLOWING INFORMATION MUST BE INCLUDED BEFORE A PERMIT CAN BE ISSUED:**

1. Color elevation or picture of sign with dimensions (width, height) and type of mounting including the materials in which the sign will be mounted. Elevation or photo shall convey the wording on the sign.
2. **Wall Only Sign:** Elevation/photo of wall showing location of proposed sign, wall dimensions, and all other signs on wall.
3. **Freestanding, Monument, Joint ID, Projecting Area:** Site plan indicating location of sign (see site plan requirements).

**Proposed Sign(s) Information:** List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting Area, or specify if other:

Type Sign	Cost of Sign	Illumination	Height from Ground	Width	Length	Area	Fee:
1.							\$
2.							\$
3.							\$

**Existing Sign(s) Information (include photograph):**

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting Area, or specify if other:

Type Sign	Cost of Sign	Illumination	Height from Ground	Width	Length	Area	Fee:
1.							\$
2.							\$
3.							\$

**Master Electrician shall obtain an electrical permit for power wiring before permit will be approved.**

This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction of work is suspended or abandoned for a period of six months at any time after work is commenced.

I certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

**\*\*\*It is the Applicant's responsibility to comply with all Greenland Municipal Codes, a copy of which is maintained at City Hall\*\*\***

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>Planning Division (for official use only)</b>		
Zoning: _____	All necessary permits obtained? YES NO (Building, Electrical, etc.)	Plat Page _____
Nonconforming Section: _____		
In Conformance with Section: _____		
_____ Planning Official	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____ _____ _____		

Planning Commission meetings are held on the first Monday of each month and begin at 6:30p.m. at City Hall, 8 E. Ross, Greenland, Arkansas.

**PLEASE NOTE THE CUTOFF DATE FOR THE MEETINGS YOU WISH TO ATTEND!**

**The cutoff date for all agenda item submissions is the 20<sup>th</sup> of each month. If the 20<sup>th</sup> fall on a weekend, the submissions must be received by close of business FRIDAY preceding the weekend.**

***No submissions will be accepted after the 20<sup>th</sup> for scheduling on the next agenda.***

For any questions, please contact City Hall  
521-5760