

SIGN

Permit Application:

**City of Auburn,
Department of
Building, Planning & Development**

210 South Cedar Street, P.O. Box 506
Auburn, IN 46706-0506
Phone: 260-925-6449 ext. 1200 Fax: 260-920-3342
E-Mail: bdp@ci.auburn.in.us

OFFICE USE:				Zoning:	Township:
Sign Permit # _____		Fee \$ _____		Temp Sign Permit # _____	
Received by: _____		Date: _____		Flood Plain District No ____ Yes ____ If Yes: FF or FW	
SLIP Approval: _____		Date: _____		Total Fees: \$ _____ Check # _____ Cash _____	
Issued By: _____		Date: _____		Receipt # _____	
Applicant:	Name: _____			APPLICANT USE:	
	Street: _____			Phone: _____	
	City: _____ State: _____ Zip Code: _____			Fax: _____	
Property Owner:	Name: _____			Same As Applicant? Yes / No	
	Street: _____			Phone: _____	
	City: _____ State: _____ Zip Code: _____			Fax: _____	
Location:	Address of Project: _____				
	Lot #: _____	Subdivision: _____			Section: _____
Description of Work to be Completed	Circle all that Apply	Sign Usage: Residential Commercial Industrial Non-Profit Organization New Reface Replace Existing Business Short Term Business On Premises Off Premises Home Occupation Special Event Directional/Informational/Incidental Tourist or Event Directional (TEOD) Subdivision Construction Real Estate Subdivision Garage Sale			
		Sign Type: Awning Canopy Ground/Free Standing Projecting Wall Banner Street Banner Portable Reader Board Permanent Temporary			
	Specify the location, height, length and material of proposed sign. <i>(Please See Back of Form for Additional Information.)</i>				
	Front Linear Footage of Building: _____			Is Electrical Work Required for Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Easement & Variance Information:	Is the sign located in an easement? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is a Variance/Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, BOW Approval Date: _____		
	Easement Location: Front Yard Side Yard Rear Yard		If yes, Drainage Board Approval Date: _____ If yes, BZA Approval Date: _____		
PLEASE NOTE: Applicant is responsible to locate property lines prior to sign installation. A land survey conducted by a PLS (Professional Land Surveyor) is strongly recommended.					
State Law Requires that you call the Indiana Underground Plant Protection Service at 811 or 800-382-5544 before you dig and request to have your underground utilities located for gas service and other utility services along with City of Auburn (sanitary sewer, storm sewer, water services and electric services). Call at least three (3) working days before you begin demolition, excavation, trenching, digging, boring or earth-moving work.					
Contractor <small>(Electrical Contractor is only applicable for a sign permit)</small>	General: _____			Phone: _____ - _____	
	Electrical: _____			Phone: _____ - _____	
Estimated:	Start Date: _____		Completion Date: _____		Cost: \$ _____

I, the owner or authorized applicant by the owner of record, agree that any construction, reconstruction, enlargement, relocation, alteration of a structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana and the Zoning Ordinance of Auburn, Indiana. The information provided in this application is, to the best of my knowledge, accurate. All work will be done in a public right-of-way, utility or drainage easement, floodplain, or on property other than that described in this Application only with written authorization approved by the City of Auburn Building, Planning & Development Department.

Signature of Applicant _____ Printed Name _____ Date _____

Mayor's Approval (For Overhead Banners only): _____ Date _____

ADDITIONAL INFORMATION LOCATED ON BACK OF FORM

Additional Items Required with Application

1. **Plot Plan:** Either a survey with the proposed sign location drawn in OR office staff can provide a print out from the City's GIS maps and the fence location can be drawn in on the map provided.
2. **Deed:** Under some circumstances a property deed will be required.
3. **Approval Letter:** If a Home Owners Association exists for a subdivision then a letter of approval from the HOA Architectural Control Committee will be requested.

Answers to Frequently Asked Questions:


1. No sign shall be placed within, over hanging, or encroaching on any public utility easement unless authorized by the appropriate utility legal representative and the City's Board of Public Works and Safety.
2. No sign shall be located within, over hanging, or encroaching on any public right-of-way, unless authorized by the City of Auburn Board of Public Works and Safety and as regulated in 150.470.07 Street Banners
3. No sign of a permanent or temporary nature shall be affixed to a fence, tree, or utility structure in the public right-of-way.
4. No sign shall be placed within any public drainage easement unless authorized by the DeKalb County Drainage Board.
5. No signs shall be located on or attached to physical features such as parking lot light poles, flag poles, vent pipes, permanent sign structures, utility poles, trees, and/or fences within ten (10) feet of road right-of-way in the C-1, C-2, I-1, and I-2 Zoning Districts.
6. Persons carrying signs or dressed in character as a means of advertising a product, sales event, or special event are prohibited within any public right-of-way unless obtaining prior permission from the City's Board of Public Works and Safety and any other local, state, and federal agency as required. A sign permit must be obtained.
7. Any sign that is flashing, strobing, blinking, rotating, or blinding to pedestrians or occupants of motor vehicles shall be prohibited.
8. **Roofs -** No sign shall project more than three (3) feet above the roof-line or higher than the maximum height of the zoning designation in which the building is located.
9. No display or advertising sign shall be attached to the standard of a freestanding/ground sign other than the display surface originally constructed as a part of such sign.
10. Any sign that is deemed a traffic hazard for reason of obstructing the view of an approaching road or intersection, railroad, school playground, park, pedestrian crosswalk, or any other situation that may endanger the health and welfare of any pedestrian or occupant of any vehicle shall be prohibited.
11. **Clear Vision Triangle -** No sign (temporary or permanent) over three (3) feet in total height will be allowed within the Clear Vision Triangle (See 150.420, the Definitions section). Signs less than three (3) feet shall meet the requirements of the zoning district in which it is to be located or placed.
12. **Awning -** Any lettering or graphic attached to an awning will be counted as an awning sign. Awning Signs will be counted toward the maximum allowable area of Wall Signs. No individual Awning may have more than 50% of its visible area used for signs. Only the sign area of an awning may be indirectly illuminated.
13. **Canopy Signs -** Canopy signs are only allowed in C-1, C-2, I-1, & I-2 Districts. Sign area of a canopy shall not exceed 20% of the area of the individual façade of a canopy. Any canopy sign must be an integral part of the canopy to which it is attached. Any single side of a canopy shall have no more than two permanent signs attached to it. Only the sign area of a canopy sign may be illuminated.
14. **Electronic Message Signs** are allowed. (Please see the sign ordinance for restrictions.)
15. **Motion Message Signs** are allowed but must be approved by the Auburn Planning Commission. Please speak to Planning Staff.
16. **Video Message Signs** are allowed but must be approved by the Auburn Planning Commission. Please speak to Planning Staff.
17. **Display Light Intensity -** Illuminated average limited to a maximum of 5,000 NITs during daylight hours and reduced to 500 NITs 1/2 hour before sunset to 1/2 hour after sunrise. Signs must be factory-certified as being incapable of exceeding these standards and include an ambient light sensor. Proof of factory-certification must be submitted with sign permit application.
18. **Wall Signs -** limited to three square feet of signage per each linear foot of the bldg.
19. All signs on vehicles in the road right-of-way are exempt from the sign ordinance and do not require permits.
20. **Garage Sale Signs -** Allowed 5 signs, 2 on-site of sale and up to 3 off-site with property owner's permission. See form attached. May post signs no more than 3 times per year, no more than 12 days per year. Allowed to be posted for 4 days at a time. Maximum size 3 square feet. Signs on the sale site do not require a permit however, if you would like your information posted on the City's Garage Sale Map, a "No Fee" permit is required. If you are posting signs off-premises, a "No Fee" permit is also required. May be located 1 foot from property line, not to be located in road right-of-way or utility easements. Not to be located in clear vision triangle.
21. **Political Signs -** Do not require a permit but must meet all of the requirements of the zoning district in which they are located. Are to be removed 48 hours after the election is held.

Department of Building, Planning and Development

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TEMPORARY SIGN PERMISSION SHEET

Temporary signs, including garage sale and special event signs, excluding real estate sales signs and political signs, require a permit.

 Signs placed on property not owned by the applicant require written permission by the property owner.

PROPERTY ADDRESS (Where sign will be located)	NAME OF BUSINESS LOCATED ON PROPERTY (If Applicable)	PROPERTY OWNER/MANAGER* (Not Business Mgr)	PROPOSED SIGN LOCATION ON PROPERTY	SIGN SIZE & DESCRIPTION	SIGNATURE OF PROPERTY OWNER/MANAGER	DATE
Example: 214 Eastern Ave.	Staples	XYZ, Co.	NW Corner of Property	2' X 3' Vinyl on wire legs	<i>Jane Doe</i> Jane Doe, Property Mgr	07.07.10

*Manager refers to an individual who has authority to give permission on behalf of the property owner for the placement of a sign on the property.