

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: bpd@ci.auburn.in.us

OFFICE USE:				Zoning:	Township:		
Sign Permit # _____		Fee \$ _____		Temp Sign Permit # _____		Fee: \$ _____	
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:			Phone: _____
	Street: _____						Fax: _____
	City: _____	State: _____	Zip Code: _____	E-Mail: _____			
Property Owner:	Name: _____			Same As Applicant? Yes / No			Phone: _____
	Street: _____						Fax: _____
	City: _____	State: _____	Zip Code: _____	E-Mail: _____			
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>					
	For Special Events specify the date and location of the event.						
	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.

