

# CITY OF ST MATTHEWS SIGN PERMIT APPLICATION

DATE: \_\_\_\_\_

(SEE PAGE 2 FOR ADDITIONAL REQUIREMENTS )

OFFICE USE ONLY	
PERMIT #	_____
TOTAL # OF SIGNS:	_____
TOTAL FEE	\$ _____

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_

SIGN CONTRACTOR'S ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

SIGN #	Will Read:			Height (top) of Sign Above Grade:			SIGN FEE
	Sign Dimensions	Attached Sign	Freestanding Sign	# of Sides	Distance From	Right of Way	
	Height: _____	Façade Width: _____	# of Sides _____				\$ _____
	Width: _____	Façade Height: _____	Distance From _____				
	Sq. Feet: _____	Max. Projection: _____	Right of Way _____				
OFFICE USE ONLY							

SIGN #	Will Read:			Height (top) of Sign Above Grade:			SIGN FEE
	Sign Dimensions	Attached Sign	Freestanding Sign	# of Sides	Distance From	Right of Way	
	Height: _____	Façade Width: _____	# of Sides _____				\$ _____
	Width: _____	Façade Height: _____	Distance From _____				
	Sq. Feet: _____	Max. Projection: _____	Right of Way _____				
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SIGN #	Will Read:			Height (top) of Sign Above Grade:			SIGN FEE
	Sign Dimensions	Attached Sign	Freestanding Sign	# of Sides	Distance From	Right of Way	
	Height: _____	Façade Width: _____	# of Sides _____				\$ _____
	Width: _____	Façade Height: _____	Distance From _____				
	Sq. Feet: _____	Max. Projection: _____	Right of Way _____				
OFFICE USE ONLY							

Temporary Banner or Portable Sign							
Banner Height: _____	Banner Square Feet: _____	Sign Height: _____	Sign Width: _____				
Banner Width: _____		Sign Width: _____					
Façade Height: _____	Façade Square Feet: _____	Sign Square Feet: _____					
Façade Width: _____		Distance from Right of Way: _____					
Date to be Erected: _____		Date to be Removed: _____					
List ALL Prior Permits in Calendar Year: _____		Fee \$ _____					
List ALL Prior Permits in Calendar Year: _____		Cumulative Days Available: _____					

It is the responsibility of the applicant to comply with all laws of Louisville Metro and any applicable state and federal building or electrical codes, laws, ordinances or restrictions.

In consideration of the approval of this application, the undersigned hereby agrees to indemnify and hold the City of St. Matthews harmless against any claims for damages to the person or property of any one occasioned by, or in any way growing out of the erection or maintenance of said sign over a public way, and will defend all suits and pay all judgments therefore against the City of St. Matthews.

**THIS SIGN(S) PERMIT(S) MUST BE RENEWED ANNUALLY**

Applicant's Name (Printed): _____			
Applicant's Name (Signed): _____			
Address: _____			
City: _____	State: _____	Zip: _____	Phone: _____
Date: _____			

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

- (A) Application for initial sign permit: Application for initial sign permits shall be made upon forms provided by the Sign Officer, and shall contain or have attached thereto the following information:
- 1) Name, address and telephone number of the applicant-owner.
  - 2) Location of building, structure or lot to which or upon which the sign is to be attached or erected.
  - 3) Position of the sign in relation to nearby buildings or structures, including the distance from the right-of-way line to the leading edge of a freestanding sign.
  - 4) Clean prints or ink drawings of plans, true to scale with the scale noted, or other representation acceptable to the Sign Officer.
  - 5) Name of person, firm, corporation, or association erecting sign along with their address, phone number, and the name and phone number of their contact person.
  - 6) Written consent of the owner of the building, structure or land to which or on which the structure is to be erected.
  - 7) For any proposed electronically changeable message display, a written statement from the sign owner and the sign installer signed and notarized stating that both understand that the display on said sign shall be a static display that changes instantaneously no more frequently than once every five (5) minutes and that they agree to operate the display in compliance with these limitations or the display will be considered to be in violation of existing laws and can be ordered removed from the premises.
  - 8) Any other information required by the sign officer administering this chapter.
- (B) Changes in ownership or display material. An original permit application and fee shall be required for a sign where there is any change or alteration in the form, method, material, etc. of the display, frame, or support, or where there is a change in the ownership of the sign. Replacement of the face of a sign having a valid permit with an identically dimensioned face for the same owner does not require a new application. (Refreshing the paint of the original sign display shall not be considered a change or alteration.)
- (C) Permit for a portable sign or for a temporary banner. All portable signs and temporary banners shall require an original permit application and fee, with the following , additional requirements:
- 1) No permit for a portable sign on a lot shall be issued for a period in excess of ten (10) consecutive days or for cumulative periods of more than 30 days during any calendar year.
  - 2) No permit for a temporary banner shall be issued for a period in excess of 30 consecutive days or for cumulative periods of more than 90 days in any calendar year.
  - 3) Each period of display shall require a separate original application and fee.
  - 4) The maximum area of a portable sign is 32 square feet of surface area per face with not more than two faces.