

**DEPT. OF PLANNING  
CITY OF ROGERS, ARKANSAS  
301 W. CHESTNUT  
PHONE (479)621-1186 FAX (479)986-6896**

<u>OFFICE USE ONLY</u>
Approved By: _____
Permit Fee: _____
Zoning: _____
Permit Number: _____

**APPLICATION FOR SIGN PERMIT**

(Checks Payable To: City of Rogers)

BUSINESS NAME \_\_\_\_\_

ADDRESS OF SIGN: \_\_\_\_\_ SUITE # \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ CONT. LIC. \_\_\_\_\_

ADDRESS/ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

**TYPE OF SIGN:** (Check applicable category)

\_\_\_\_\_ WALL SIGN (Sign mounted to wall, parallel with wall; includes painted on, etched on, etc; also includes signs on canopy, parapet, and awning)

\_\_\_\_\_ FREESTANDING SIGN (Sign not attached to a building and is permanently attached to the ground on a pole mounting system)

\_\_\_\_\_ MONUMENT SIGN (Sign permanently attached to the ground with no space between the ground and the sign)

\_\_\_\_\_ MARQUEE SIGN (Sign used to identify a theater or a sign projected over the entrance to a theater)

\_\_\_\_\_ PROJECTING SIGN (Sign that forms an angle with the building that extends from the building and is supported by the building)

**TYPE OF WORK:** \_\_\_\_\_ New Sign \_\_\_\_\_ Alternation \_\_\_\_\_ Repair

**FEATURES:** \_\_\_\_\_ Illuminated \_\_\_\_\_ Non-Illuminated \_\_\_\_\_ Animation

**ESTIMATED VALUE OF SIGN:** \$ \_\_\_\_\_

**DIMENSIONS OF SIGN:** \_\_\_\_\_ **TOTAL SQ. FT:** \_\_\_\_\_

(Measurement shall be extremities of sign including logo in a rectangular area)

DOES ANY PART *PROJECT OVER* OR *LOCATE* IN RIGHT OF WAY? \_\_\_\_\_

(Signs prohibited in right of way, or projecting into right of way. **Exception:** projecting signs and sandwich signs in C-1 zoning district)

ARE THERE EXISTING SIGNS ON PREMISE: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe: \_\_\_\_\_ Detached Sign Size \_\_\_\_\_

\_\_\_\_\_ Wall Sign Size \_\_\_\_\_

Is this sign being attached to existing sign? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ SIZE

If this is an alteration, repair, etc., please describe: \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

(Electric permits required, **by a licensed electrical contractor**, if illuminated or any wiring is being placed for sign)

**OTHER REMARKS:** (Indicate type of materials sign is made of) \_\_\_\_\_

**DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:**

1. PLOT/SITE PLAN REQUIRED, **DRAWN TO SCALE**, FOR DETACHED FREESTANDING, MONUMENT SIGNS

- a. Legal description of property
- b. Dimensions of property
- c. Drawings showing details of construction, including loads, stresses and anchors.  
Drawings must be sealed by a Arkansas registered design professional
- d. Sign location and dimensions in relation to all buildings, property lines, driveways, parking spaces, and internal circulation drive aisles, streets and electric lines
- e. Any easements, storm detention or drainage areas
- f. Width of driveways and width of right of way
- g. Sight vision triangle measurements for driveways and intersection corners
- h. Streets adjacent to sign.
- i. Locations of and distance form other detached sign on the same parcel and/or premise
- j. Distance to closet residential zoning district

2. ELEVATION DRAWINGS REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS PROJECTING SIGNS, MARQUEE SIGNS, AND DETACHED SIGNS:

- a. All dimensions of sign to include structure, lighting, and all extremities
- b. Drawings showing details of construction, including loads, stresses and anchors.  
Drawings must be sealed by a Arkansas registered design professional
- c. Dimension and height from grade to bottom surface of sign area
- d. Dimension and height from grade to uppermost portion of sign
- e. Dimension from building wall to outer most extremity of wall sign
- f. Linear footage of each building wall having frontage on a street

**ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION PRIOR TO THE CONCRETE BEING POURED. INSPECTION MUST BE REQUESTED BY 8:30 AM TO RECEIVE A SAME DAY INSPECTION.**

**NOTE: CONTACT (479) 621-1186 IF YOU HAVE ANY QUESTIONS.**

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction

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Signature	Phone	Date
Title: _____ Contractor	_____ Owner	____ Agent for Owner