



## SIGN PERMIT APPLICATION CHECKLIST

### REQUIREMENTS:

An application for each individual sign must be completed and submitted with the \$20.00 fee and the required information and material outlined below. There will be a \$ 1/SF per side, per sign assessed once the sign(s) has been reviewed. Before any sign may be installed, the fees must be paid and the signs approved. The required information may be emailed to [gwarner@kirtlandnm.org](mailto:gwarner@kirtlandnm.org).

ITEM #	REQUIRED ITEM	# OF COPIES	CHECK √
<b>Ground Signs: ID Monument, Free Standing Sign</b>			
1.	Application	1	
2.	Site plan to scale, showing north arrow, boundaries of property and road names, buffers and landscape strips, building and parking areas, name of project, street address, Land Lot and District, and dimension of sign setback from Right-Of-Way (ROW).	1 full 1 11x17	
3.	Drawing of proposed sign area, with calculations, to scale.	1	
4.	Display street address on proposed sign (Address must be horizontal and not blocked by landscaping).		
5.	Pictures of all existing sign(s) referring to the business if applicable.	1	
6.	Indicate sign material and color.	1	
7.	Indicate whether illumination is (Direct or Indirect).	1	
<b>Walls Signs</b>			
1.	Application	1	
2.	Site plan to scale, showing north arrow, boundaries of property and road names, buffers and landscape strips, building and parking areas, name of project, street address, Land Lot and District, and dimension of sign setback from Right-Of-Way (ROW).	1 full 1 11x17	
3.	Building elevation with dimension (not including the roof), to scale.	1	
4.	Front and side elevation(s) of sign with dimensions, to scale.	1	
5.	Drawing of proposed sign, with dimensions & calculations, to scale.	1	
6.	Pictures of all existing sign(s) referring to the business if applicable	1	
7.	Indicate sign material and color (no exposed neon)	1	
<b>Temporary</b>			
1.	Application	1	
2.	Drawing of proposed sign (Banners in commercial zone: permitted 32 sq ft max. Other zoning district: permitted 24 sq ft max.)	1	



# SIGN PERMIT APPLICATION

Permit No: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

## Sign Location

Address where Sign Will be Located \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_ Business License Number \_\_\_\_\_

## New Sign Information

Temporary  Freestanding  Wall  Other: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_ sq/ft Height above grade: \_\_\_\_\_

Material \_\_\_\_\_ Freestanding Sign Setback from R.O.W. \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**Please provide information and photographs of all existing signs on this site.**

## Business Owner

Business Owner or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address (if other than above) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Sign Contractor

Company Name \_\_\_\_\_ Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Business License Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Will Contractor install sign?  Yes  No Property owner's permission to install sign?  Yes  No

## Applicant's Signature

*I hereby certify that all information provided herein is true and correct. I am aware of Ordinance 2016-02 Section 15- Sign Regulations, and agree to comply with the Town of Kirtland Zoning Ordinance.*

Applicant Print Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Applicant's Signature (Business Owner or Owner's Representative) \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

### **Staff Only**

Zoning \_\_\_\_\_ Zoning Case \_\_\_\_\_ Variance Case (if applicable) \_\_\_\_\_  
Land Lot \_\_\_\_\_ District \_\_\_\_\_ Overlay District  Yes  No  
Rejected  Yes Comments \_\_\_\_\_ Penalty  Yes  No  
Approved by \_\_\_\_\_ Denied by \_\_\_\_\_ Date \_\_\_\_\_