

SIGN PERMIT APPLICATION PACKET



**DEVELOPMENT
SERVICES**

City of Yukon Development Services Department
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SIGN PERMIT REVIEW PROCEDURES, SUBMITTAL REQUIREMENTS AND FEES

No sign permit may be erected, constructed, structurally altered, moved, extended, enlarged, replaced or removed without the owner or operator first obtaining a sign permit.

Requirements for a Sign Application: A sign permit application must contain the following submittals. ***Incomplete applications or applications without adequate drawings will cause a delay in the processing of your application.***

_____ A complete SIGN PERMIT APPLICATION

_____ A site plan containing the information showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries and Right-of-Way, and all existing structures or buildings on the subject property.

_____ Dimensioned plan showing frontage of building with the ***property owner's signature*** on each copy

_____ Picture/drawing of the proposed sign as it will be seen on the building elevation/frontage with dimensions, including proposed colors, and material with the ***property owner's signature*** on each copy

_____ An elevation of the proposed sign with dimensions (width and height)

_____ Wind load calculations

_____ A copy of stress diagrams of plans

_____ The owner(s) of the property, or his/her agent, **must sign-off on the application**, granting the applicant permission for the placement, maintenance, size and height of the subject sign to be placed on the property.

Following review by the Community Development Director of his designee the sign permit will be approved with conditions or deny the sign permit application. All sign applications will be reviewed within 5-7 working days.

Fees: Please see fee schedule for appropriate sign fees

For additional information, guidelines, and regulations, please review Chapter 94 of the City of Yukon Sign Ordinance by following this link: www.municode.com

SIGN PERMIT WORKSHEET

SIGN A: _____ **New Sign** _____ **Existing, No change** _____ **Existing, New Copy**

Sign Type:

- Window Sign
- Wall Sign
- Ground Sign
- Pole Sign
- Projecting Sign
- Awning Sign
- Other _____

Sign Specifications:

(Length _____ x Height _____)

Sign area _____ Square Feet

Overall height from ground _____

Clearance from ground to sign bottom _____

_____ Single face _____ Two-sided

Copy _____

Method of Support _____ Illumination type _____ Hours _____

SIGN B: _____ **New Sign** _____ **Existing, No change** _____ **Existing, New Copy**

Sign Type:

- Window Sign
- Wall Sign
- Ground Sign
- Pole Sign
- Projecting Sign
- Awning Sign
- Other _____

Sign Specifications:

(Length _____ x Height _____)

Sign area _____ Square Feet

Overall height from ground _____

Clearance from ground to sign bottom _____

_____ Single face _____ Two-sided

Copy _____

Method of Support _____ Illumination type _____ Hours _____

SIGN C: _____ **New Sign** _____ **Existing, No change** _____ **Existing, New Copy**

Sign Type:

- Window Sign
- Wall Sign
- Ground Sign
- Pole Sign
- Projecting Sign
- Awning Sign
- Other _____

Sign Specifications:

(Length _____ x Height _____)

Sign area _____ Square Feet

Overall height from ground _____

Clearance from ground to sign bottom _____

_____ Single face _____ Two-sided

Copy _____

Method of Support _____ Illumination type _____ Hours _____

SIGN D: _____ **New Sign** _____ **Existing, No change** _____ **Existing, New Copy**

Sign Type:

- Window Sign
- Wall Sign
- Ground Sign
- Pole Sign
- Projecting Sign
- Awning Sign
- Other _____

Sign Specifications:

(Length _____ x Height _____)

Sign area _____ Square Feet

Overall height from ground _____

Clearance from ground to sign bottom _____

_____ Single face _____ Two-sided

Copy _____

Method of Support _____ Illumination type _____ Hours _____



City of Yukon SIGN PERMIT FEE SCHEDULE

TYPE OF SIGN	FEE PER SIGN	OTHER CONDITIONS
Non Accessory Sign	\$100.00	Renewable Each Year
Banner (Temporary)	\$35.00	2 (two) times in a twelve (12) month consecutive period not to exceed 30 days
Balloons (Temporary)	\$ 35.00	
Pole Sign Ground	\$ 25.00	
Removal or Re-hanging of a Sign	\$ 25.00	
Wall Sign	\$25.00	