



## **INSTRUCTIONS FOR OBTAINING TOWN OF FORTVILLE SIGN PERMIT AND BUILDING PERMIT**

**Note:** Any new sign exceeding one (1) square-foot in area and/or any structural alteration to an existing sign is subject to a sign permit.

**Preliminary Consultation:** Contact the Planning & Building Department to determine the zoning restrictions, development standards, and building codes that are applicable to your project.

### **Site Plan – Submittal Requirements – Two (2) Sets:**

The following items must be clearly and completely shown on the plan.

1. North directional arrow.
2. Location, dimensions, and nature of the site.
3. Location and dimensions of existing or proposed improvements to the property.
4. Distance between proposed structure(s) and existing structure(s).
5. Existing access to adjacent streets.
6. Existing and proposed uses of all land and structures.
7. Location and type of sewer system (septic field) and water system (well).
8. Building-line setbacks (typically shown on a recorded plat).
9. Proposed front, side, and rear setbacks for the sign.
10. Drainage and utility easements and drainage tile.
11. Location and width of all easements.
12. Other information as may be required by the Planning & Building Director.

### **Supplemental Information - Submittal Requirements – Two (2) Sets:**

1. Application for improvement location permit and building permit.
2. Refer to attached Sign Permit Checklist.

### **Please Note:**

1. Site plans may be drawn from information derived from tax maps and/or aerial photography available from the following website:  
<https://beacon.schneidercorp.com/?site=HancockCountyIN>
2. Sign permit and building permit are valid for twelve (12) months following date of issuance.

**TOWN OF FORTVILLE  
SIGN PERMIT CHECKLIST**

Sign Location:

1. The site plan shall depict clear and legible descriptions showing the location of the proposed sign with the measurements from all property lines to the sign and from the centerline of the road.
2. The drawings shall give an indication of all existing signs on the same property.

Sign Construction & Design:

1. The drawings shall be dimensioned showing the proposed size of the sign area and height of the proposed sign.
2. Provide a description of the sign materials and colors.
3. If illuminated, how will the sign be illuminated?
4. Provide construction plans for the mounting of the sign.

Additional Requirements:

1. Landscaping plan shall be included on the plot plan.
2. Sign Measurements:
3. Sign area measured by multiplying the maximum vertical dimension by the maximum horizontal dimension = \_\_\_\_\_.
4. Sign height measured from grade or edge of R/W to the highest point of the sign = \_\_\_\_\_.

12/26/19