



CITY OF HAYDEN LAKE

9393 N. Strahorn Road
Hayden Lake, ID 83835
208-772-2161

deputyclerk@cityofhaydenlake.us

SIGN PERMIT APPLICATION

SUBMITTALS

An application for approval of a development permit is made by submitting the following information to the City Clerk:

1. The completed attached form and checklist;
2. Copy of all documents required by the City Engineer and Building Inspector including an accurate scale drawing of the site showing: a) all existing buildings, driveways and parking areas, b) the location of the proposed sign, c) the location of all other signs on the property.
3. A description of the sign and scale drawing of the sign showing size, height and width of the Sign Area and the Support Structure as defined in the sign regulations of the City. Type and location of any intended illumination must also be show on the drawing.
4. **A FEE** of \$100.00 paid at the time the application is submitted plus the estimated cost of inspection of the property and other related work by the City Engineer, City Attorney and other City Officials payable to the City of Hayden Lake.
5. The Permit, if granted will expire 60 days after the date it is granted unless work is begun on the project. The Applicant may apply in writing to the City Clerk for an extension of the permit, and for good cause appearing, the City Clerk may grant a 60-day extension.

DEADLINE FOR SUBMITTALS

The completed form and site plan must be submitted to the City Clerk not later than thirty (30) days prior to the date that the activity is expected to begin. The completed application shall be deemed accepted for the thirty (30) day processing period as of the date when all plans are and information has been filed, checked and accepted as complete by the City Clerk, as noted below.

Date Application and Fee Received: _____, 20____,
by City Clerk/Deputy Clerk: _____

Date Application Accepted as Complete: _____, 20____,
by City Engineer

Please type or print the following required information:

OWNER:

Name of Owner: _____
Mailing Address: _____
Telephone: _____
Email: _____

Filing Capacity:

- _____ 1. Recorded property owner as of _____
(date)
- _____ 2. Purchasing (under contract) as of _____
(date)
- _____ 3. The Lessee or Renter as of _____
(date)
- _____ 4. The authorized agent of any of the foregoing, duly authorized in writing.
(Written authorization must be attached to the application)

Engineer and/or Surveyor:

Name: _____
Mailing Address: _____
Telephone: _____

PROPERTY:

Legal description of property:

A narrative describing your request, stating:

1. The exact nature of the construction proposed and amount of grading proposed:

2. What, if any, effect the requested activity would have on adjacent property and improvements: _____

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____

Address: _____

Phone #: _____

Email: _____

Signature: _____

PERMIT DETERMINATION

This Permit Application having been reviewed by the City is hereby:

DENIED for the following reasons: _____

APPROVED with the following conditions: _____

DATED _____

City Clerk/Deputy Clerk

s:\files\h\hayden.lk\forms.sub\sign permit application .doc.doc