



# CITY OF HAYDEN LAKE

## SIGN PERMIT APPLICATION

PLEASE SUBMIT TO:  
deputyclerk@cityofhaydenlake.us  
9393 North Strahorn Road  
Hayden Lake, ID 83835  
208 772-2161

### SUBMITTALS

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

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's Office may grant a 60-day extension.

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### DEADLINE FOR SUBMITTALS

The completed form and site plan must be submitted to the City Clerk's Office 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's Office, as noted below.

Date Application and Fee Received: \_\_\_\_\_, 20\_\_\_\_,

by City Clerk/Deputy Clerk: \_\_\_\_\_

Date Application Accepted as Completed: \_\_\_\_\_, 20\_\_\_\_,

by City Engineer



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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:

\_\_\_\_\_  
\_\_\_\_\_



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A narrative describing your request, stating:

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

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

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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: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Sign Permit # \_\_\_\_\_ Total Amount Paid \$ \_\_\_\_\_

Cash/Money Order/Check # \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issuance Date \_\_\_\_\_

Permit Expiration Date \_\_\_\_\_

Employee: \_\_\_\_\_



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## 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