

PROCEDURES FOR ZBA 006 – BILLBOARDS & SIGNS

This permit is used for new billboards & signs

A. Submit Billboards & Signs application to the Village Clerk – include the following:

Required fee

Location of property involved in request

Name and address of applicant

Legal description of property

Present zoning of property

Type of business

Type & size of billboard/sign to be placed

Picture of proposed sign (if possible)

Site plan (to scale) including -

property lines; all existing buildings/fixtures; exact distances between all existing buildings/fixtures, property lines and any buildings/fixtures; billboard/sign placement including measurements from property lines and buildings

B. Zoning Administrator will approve or deny request

(response times will vary – responses that don't encounter any problems or need special consideration should be completed within 30 days of submitting request)

C. Approved request (with or without stipulations)

Place sign as approved

D. Denied request

1. drop request

2. apply for variance request (See procedures for needed variance for additional information)

ZBA006

VILLAGE OF NASHVILLE
BILLBOARD – SIGN APPLICATION
Requires approval of Zoning Administrator

See Article 21 Signs
For definitions see Section 21.02

Cost of permit - \$ 30.00 paid _____ Date _____

I. Location of property: _____

Name of applicant: _____ Telephone # _____

Address of applicant: _____

Please attach a copy of the legal description of property

Present zoning classification: AG ___ RA ___ RB ___ RC ___ RD ___ CBD ___ GB ___ I ___ PUD ___

II. Type of business: _____

III. Type and size of billboard/sign to be placed: _____

Please attach a picture of proposed sign

Applicant must complete parts I, II and III and a site plan of placement of sign must be drawn on the reverse side of this form.

IV. Action by Zoning Administrator: Denied ___ Approved ___ Approved with stipulations ___

Section (s) of the Zoning Ordinance involved: _____

Review of property as it pertains to the provisions of the Zoning Ordinance: (Zoning Administrator should indicate requirements and whether satisfied)

Signature of Zoning Administrator

Date

If the applicant disagrees with the interpretation of the Zoning Ordinance, as made by the Zoning Administrator, the applicant may appeal the determination to the Zoning Board of Appeals. Applicant must complete the variance permit form and upon payment of the appeals fee, a hearing will be scheduled. Application must be presented to the Village Hall.

NOTE – filling this application implies that the property owner is giving permission for the Zoning Administrator to visit, walk on or around the property to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.

VILLAGE OF NASHVILLE
BILLBOARD - SIGN APPLICATION
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<input type="checkbox"/> Masonary (wall bearing)	1. No of stories		Parking spaces	
<input type="checkbox"/> Wood Frame	2. Total square feet of floor area			
<input type="checkbox"/> Structural Steel	all floors based on exterior		Enclosed	
<input type="checkbox"/> Reinforced Concrete	dimensions			
<input type="checkbox"/> Other - specify	3. Total Land are - sq ft		Outdoors	
Type of Sewage Disposal -	Type of Water Supply		Residential Building only	
<input type="checkbox"/> Public or private company	<input type="checkbox"/> Public or private company		No. of bedrooms	
<input type="checkbox"/> Private (septic tank, etc.)	<input type="checkbox"/> Private (well, cistern)		No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/>	

Site or Plot Plan

Lot Size: _____ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected.

Note - site plan must be drawn to scale and include property lines, current buildings, all new buildings/fences (including height of fences) and the exact distance between buildings and between buildings and property lines. Each square on this grid - 5 ft (which makes the graph 150 ft wide by 125 ft tall). Other drawings should be attached sufficient to show your planning. Two copies each are required.