



CITY OF STAR
 P.O. Box 130
 Star, Idaho 83669
 P: 208-286-7247 F: 208-286-7569

SIGN PERMIT APPLICATION

FILE NO.: _____

CROSS REF. FILES: _____

Applicant Information

Property Owner's Name: _____ Phone: _____
 Property Owner's Address: _____ Zip: _____

Business Owner's Name: _____ Phone: _____
 Business Owner's Address: _____ Zip: _____

Sign Contractor: _____ Phone: _____
 Sign Contractor Address: _____ Zip: _____

Primary Contact: Property owner Business owner Sign contractor Other _____
 Contact e-mail: _____ Fax: _____

Subject Property Information

Business name: _____
 Location/Street Address: _____ Zoning District: _____
 Legal Description: Lot _____ Block _____ Subdivision _____

Sign Data	Proposed
Type of sign	
Gross square footage of building side where sign is to be located.	
Sign Dimensions	Length _____ Width _____ Height _____ Square Feet _____
Construction Materials	
Illumination Style & Wattage Bulbs	
Proposed Hours of Illumination	
Sign Landscaping	
Pole	Height _____ Dimensions _____ Color _____

All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Sign Permit Application	
	Fee	
	Copy of recorded deed.	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.	
	One (1) 8 ½" X 11" vicinity map showing the location of subject property and street names	
	One (1) 11" X 17" copy of site plan showing property lines, building locations, sign landscaping, and location of sign on property if free-standing.	
	Building elevations, including wall dimensions & exact, scaled location of sign on building (for wall signs).	
	One (1) colored rendering of the proposed sign, including the following: <ul style="list-style-type: none"> • Complete text to appear on sign (business name, logo, sub-titles, etc.), including size and lettering style; • Overall sign dimensions (including base, wall area, background area); • Sign and Lettering Colors • Pole and/or supports 	

NOTE: If sign will require electrical wiring, a separate electrical permit will need to be acquired through the City of Star Building Department.

FEE REQUIREMENT:

*** I have read and understand the above requirements. Fees will be collected at the time of filing an application for a land use planning action within the City limits. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architects, engineers, or other professionals necessary to enable the City to expedite this application. I will be billed on a monthly basis and will remit payment within 30 days.*

_____ Date _____
Applicant / Representative Signature

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

(For office use only)

Date Application Received: _____ Date Application Accepted as Complete: _____ Fee Due: \$100.00 Fee Paid: _____ Processing Clerk Initials: _____
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