



**AREA PLAN COMMISSION  
EVANSVILLE - VANDERBURGH COUNTY**

1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708

Room 312 Civic Center Complex

Phone: (812) 435-5226

## SIGN PERMIT APPLICATION

Location Address:				Date Filed:	
Business Name:		License Holder Name:			
Applicant Business:		Applicant Name:			
Phone Number:		E-mail:			

### Application Requirements

- Complete Sign Inventory list of all existing and proposed signs on the sign table below.
- Drawing of all signs showing, size (square footage), height and description.
- A site plan showing exact location of all existing and proposed free-standing signs on property including accurate measurements from the property lines and center-line of the streets.
- Email completed application to: [contactus@evansvilleapc.com](mailto:contactus@evansvilleapc.com)

### Definitions

- Single Pole – A freestanding sign supported by one pole in the center of the sign top.
- Double Pole – A freestanding sign with the sign face mounted between the two poles.
- Fascia – A sign mounted to a building's face.
- Monument – A freestanding sign positioned on the ground without a single or double pole.
- Flag Mount/Projecting Sign – A sign attached at one end of a building, pole, or other structure and projecting out therefrom.
- Banner Sign – Signs produced on cloth, paper, fabric or other combustible material with or without frames.

**NOTE:** PLEASE ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR REVIEW. Applicant will be notified, upon inspection of the application and site, of approval or denial of the application. Upon approval, applicant has 30 days to pay for and obtain the permit. If not obtained in that time, the application will expire and the applicant may reapply later.

Quantity	Sign Type	Face Type	Illumination	Location (on Building or Property)	Dimensions		Square Feet	Existing, To Remain, or New
					Length	Width		
Total Head Changes:			Total Number of Signs:		Total Square Feet:		Project Value:	