

**CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON COUNTY, INDIANA
2016 SIGN PERMIT APPLICATION**

6. FEES

PERMIT NUMBER: _____

ADMINISTRATIVE ADLS AMENDMENT	\$104 + \$26.00/sign _____
SIGN PERMIT APPLICATION	\$99.00 _____
SIGN ERECTION	\$39.00/sign face + \$1.90/sf _____
INSPECTION FEE (Required if photography not provided)	\$131 OR Photo will be provided
TOTAL FEE	\$ _____

PERMIT ISSUED BY: _____ FEE RECEIVED BY: _____

RELEASED STAMP: _____ PAID STAMP: _____

7. DISCLAIMERS

APPLICANT, PLEASE NOTE THE FOLLOWING:

PERMANENT SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A PERMANENT SIGN, THIS SIGN PERMIT IS APPROVED FOR THIS SIGN AT THIS LOCATION ONLY.
- IF THE APPLICANT RELOCATES AT A FUTURE DATE/TIME TO A NEW BUILDING, A NEW SIGN PERMIT IS REQUIRED FOR THE NEW LOCATION. ALL FEES APPLY.

TEMPORARY SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A TEMPORARY SIGN, **THIS SIGN PERMIT EXPIRES ON:** _____. THIS SIGN PERMIT MAY BE RENEWED ON THIS DATE FOR AN ADDITIONAL YEAR WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.
- IF THE SIGN IN THIS APPLICATION IS FOR A **GRAND OPENING/STORE CLOSING BANNER**, IT IS APPROVED FROM: _____ THROUGH _____ FOR A MAXIMUM TIME OF THREE WEEKS. A SIGN PERMIT IS REQUIRED; HOWEVER, NO FEES ARE REQUIRED. PERMIT RENEWAL IS NOT AVAILABLE.
- IF THE SIGN IN THIS APPLICATION IS FOR AN **INTERIM BANNER PENDING A PERMANENT SIGN**, IT IS APPROVED FROM: _____ THROUGH _____ FOR A THREE MONTH TIME PERIOD. A SIGN PERMIT IS REQUIRED. ALL FEES APPLY. IT MAY BE RENEWED FOR AN ADDITIONAL THREE MONTHS WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.

8. CITY CONTACT

PLEASE DIRECT ANY SIGN QUESTIONS TO THE DEPARTMENT OF COMMUNITY SERVICES (DOCS), ATTN:

CAT SCHOENHERR, PLANNER
CSCHOENHERR@CARMEL.IN.GOV

CITY OF CARMEL P: 317-571-2417
DOCS, 3RD FLOOR F: 317-571-2426
1 CIVIC SQUARE
CARMEL, IN 46032

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9. SIGN SIZE CHART A: Ground Signs – Single & Multi-tenant Buildings

Setback of Sign from Street Right-of-Way (minimum of 5 feet)*	Building Frontage (Tenant Unit)	Maximum Sign Area	Maximum Height of Ground Sign
5 - 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51 - 100 feet	under 50 feet	35 sq. ft.	6 feet
	51 - 100 feet	50 sq. ft.	6 feet
	101 - 150 feet	65 sq. ft.	6 feet
	151 - 300 feet	80 sq. ft.	6 feet
101 - 200 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	55 sq. ft.	6 feet
	101 - 150 feet	70 sq. ft.	7 feet
	151 - 300 feet	85 sq. ft.	8 feet
201 - 300 feet	under 50 feet	45 sq. ft.	7 feet
	51 - 100 feet	60 sq. ft.	7 feet
	101 - 150 feet	75 sq. ft.	7 feet
	151 - 300 feet	90 sq. ft.	8 feet
	300 + feet	105 sq. ft.	8 feet