

# City Sign Permit Application

**Joint City-County Planning Commission of Nelson County**  
**Old Courthouse Building, 2<sup>nd</sup> Floor, One Court Square, P.O. Box 402**  
**Bardstown, Kentucky 40004**  
**Telephone: (502) 348-1805 Fax: (502) 348-1818**  
**Email: ncpz@bardstowncable.net**

**For Office Use Only:**

Permit #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

*Please type or print (blue or black ink)*

Application Date: \_\_\_\_\_

Instructions	Applicant Information																								
<p>Provide the Applicant's name, contact person, mailing address, telephone, and email address. Use additional sheets, if necessary.</p>	<p>Applicant Name: _____            Mailing Address: _____            City: _____ State: _____ Zip Code: _____            Telephone: _____ Email: _____</p>																								
<p>Provide the Applicant's name, contact person, mailing address, telephone, and email address. Use additional sheets, if necessary.</p>	<p><b>Sign Installer/Contractor Information</b></p> <p>Installer/Contractor Name: _____            Mailing Address: _____            City: _____ State: _____ Zip Code: _____            Telephone: _____ Email: _____</p>																								
<p>Indicate location of property where sign(s) will be erected.</p>	<p><b>Site Information</b></p> <p>Business/Organization Name: _____            Street Address: _____            Lot #/Subdivision Name (if applicable): _____            Jurisdiction:    <input type="checkbox"/> Bardstown        <input type="checkbox"/> Bloomfield        <input type="checkbox"/> Fairfield        <input type="checkbox"/> New Haven</p> <p>Is this property within the Bardstown Historic District?    Yes <input type="checkbox"/> No <input type="checkbox"/>            Is this use authorized under a Conditional Use Permit?        Yes <input type="checkbox"/> No <input type="checkbox"/></p>																								
<p>Specify if Certificate of Appropriateness or Conditional Use Permit has been granted.</p>	<p><b>Sign Information</b></p> <p>Type:    New Sign <input type="checkbox"/>    Sign Face Replacement <input type="checkbox"/>    Other <input type="checkbox"/> Specify: _____            Number of Proposed Signs: _____            Number &amp; Type of Existing Signs: _____</p>																								
<p>Specify the type of permit application and number of proposed and existing signs.</p>	<p><b>Freestanding Signs</b></p> <p>Building/Space Size (sf): _____ Lot Frontage (ft): _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">Sign</th> <th style="width: 30%;">Type (Pole- or Ground-Mounted)</th> <th style="width: 15%;">Sign Height (ft)</th> <th style="width: 15%;">Sign Area (sf)</th> <th style="width: 35%;">Changeable Copy/ Reader Board Area (sf)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">B</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sign	Type (Pole- or Ground-Mounted)	Sign Height (ft)	Sign Area (sf)	Changeable Copy/ Reader Board Area (sf)	A					B													
Sign	Type (Pole- or Ground-Mounted)	Sign Height (ft)	Sign Area (sf)	Changeable Copy/ Reader Board Area (sf)																					
A																									
B																									
<p>For freestanding signs, specify building size, lot frontage, sign type (pole- or ground-mounted), sign height, and sign area for each proposed freestanding sign. Also, specify sign area of proposed changeable copy/reader board.</p>	<p><b>Building Signs</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">Sign</th> <th style="width: 30%;">Type (Wall, Roof, or Projecting)</th> <th style="width: 15%;">Building Elevation (sf)</th> <th style="width: 15%;">Permitted Coverage (%)</th> <th style="width: 15%;">Sign Area (sf)</th> <th style="width: 20%;">Proposed Coverage (%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">C</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">D</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="text-align: center;">E</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sign	Type (Wall, Roof, or Projecting)	Building Elevation (sf)	Permitted Coverage (%)	Sign Area (sf)	Proposed Coverage (%)	C						D						E					
Sign	Type (Wall, Roof, or Projecting)	Building Elevation (sf)	Permitted Coverage (%)	Sign Area (sf)	Proposed Coverage (%)																				
C																									
D																									
E																									
<p>For building signs, specify the, sign type, building elevation occupied by the applicant, sign area, permitted, and proposed sign coverage.</p>	<p>Specify sign lighting.    Sign Lighting? Yes <input type="checkbox"/> No <input type="checkbox"/>    If yes, specify type: _____</p>																								

**Additional Information**

**Required Supporting Documentation**

The following supporting documentation must be submitted with the completed and signed application:

- 1. For all signs, a sketch or drawing of the proposed sign indicating dimensions.
- 2. For freestanding signs, site plan showing the property dimensions, location of existing and proposed buildings, parking areas, driveways, landscaped areas, and location and setbacks of existing and proposed freestanding signs. Note: All freestanding signs must be located off of city, county, and state rights-of-way.
- 3. For building signs, building elevation showing façade dimensions and location of existing and proposed building-mounted signs.
- 4. Sign Permit Fee, nonrefundable, payable to Planning Commission.

**Applicant/Owner Certification**

I do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I further certify that I have the authority to file this application based on properly executed documents with the owner of this property. I further hereby certify that I am aware of the plans and supporting documentation submitted as part of the application and aware of the applicable sign regulations. I further hereby certify that I agree that the filing of this application constitutes an agreement with all owners and other parties having an interest in the subject property, their heirs, successors, and assigns, to comply with any and all imposed conditions and requirements.

*Additional pages attached.*

Signatures of Applicant(s) or Agent(s): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***For Office Use Only***

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Late Fee Assessed? Yes  No

Fee Paid: \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Other (specify): \_\_\_\_\_

Approvals:	Conditional Use Permit:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____	Number: _____
	Certificate of Appropriateness:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____	Number: _____
	Development/Site Plan Review:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____	Number: _____

Approved  Denied Director Approval: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_