

City Sign Permit Application

Joint City-County Planning Commission of Nelson County
Old Courthouse Building, 2nd 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>Sign Installer/Contractor Information</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>Site Information</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>Sign Information</p> <p>Type: New Sign <input type="checkbox"/> Sign Face Replacement <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____ Number of Proposed Signs: _____ Number & Type of Existing Signs: _____</p>																								
<p>Specify the type of permit application and number of proposed and existing signs.</p>	<p>Freestanding Signs</p> <p>Building/Space Size (sf): _____ Lot Frontage (ft): _____</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sign</th> <th>Type (Pole- or Ground-Mounted)</th> <th>Sign Height (ft)</th> <th>Sign Area (sf)</th> <th>Changeable Copy/ Reader Board Area (sf)</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>F2</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)	F1					F2													
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<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>Building Signs</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sign</th> <th>Type (Wall, Roof, or Projecting)</th> <th>Building Elevation (sf)</th> <th>Permitted Coverage (%)</th> <th>Sign Area (sf)</th> <th>Proposed Coverage (%)</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B3</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 (%)	B1						B2						B3					
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<p>For building signs, specify the, sign type, building elevation occupied by the applicant, sign area, permitted, and proposed sign coverage.</p>	<p>Sign Lighting? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify type: _____</p>																								
<p>Specify sign lighting.</p>																									

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 and computations
- 2. For freestanding signs, site plan showing the property dimensions, location of existing and proposed signs, buildings, parking areas, driveways, landscaped areas, and location and setbacks of existing and proposed freestanding signs. Note: Freestanding signs shall not be located within right-of-way or easements.
- 3. For building signs, building elevation showing façade dimensions and location of existing and proposed building-mounted signs.
- 4. For electronic changeable copy signs, the following documentation:
 - Manufacturer specifications providing the maximum nit (or equivalent) rating of the sign
 - Evidence from manufacturer that the sign is equipped with the required automated light sensing device
 - Notarized affidavit signed by the property owner acknowledging compliance with automatic level controls to reduce light levels at night and under cloudy or other darkened conditions.
- 5. Applicable sign permit and late fees, 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 No Date: _____ Number: _____

Certificate of Appropriateness: Yes No Date: _____ Number: _____

Development/Site Plan Review: Yes No Date: _____ Number: _____

Approved Denied Director Approval: _____

Notes: _____

