



**V. PROPOSED NEW BUILDING SIGNS**

Type of Sign: Wall Awning/Canopy Suspended Changeable Copy

Is the Sign to be: New Alternation Repair Replacement

Building width or façade width to which sign is to be attached: \_\_\_\_\_

Sign Material: \_\_\_\_\_

Height and Color of Letters: \_\_\_\_\_

Will a Logo be used: Yes No. Describe \_\_\_\_\_

Type of attachment to building: \_\_\_\_\_ Clearance under sign/canopy: \_\_\_\_\_

Is Sign Illuminated? Yes No. Describe: \_\_\_\_\_

Sign Dimensions: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

**VI. EXISTING BUILDING SIGNS TO REMAIN**

Type of Existing Signs: Wall Awning/Canopy Suspended Changeable Copy

How wide is the building or façade on which the existing sign is installed? \_\_\_\_\_

Sign Material of Existing Sign to remain: \_\_\_\_\_

Height and Color of Letters: \_\_\_\_\_

Does sign include a Logo? Yes No. Describe: \_\_\_\_\_

Type of attachment to building: \_\_\_\_\_ Clearance under sign/canopy: \_\_\_\_\_

Is Sign Illuminated? Yes No. Describe: \_\_\_\_\_

Sign Dimensions: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Total facades which will have signage: \_\_\_\_\_

**VII. BUILDING SIGNS FOR BUSINESSES LOCATED IN MULTI-TENANT BUILDING OR STRIP CENTER**

*If sign is to be installed in a strip center or building with multiple tenants/owners, the following additional information is required.*

Dimensions of cornice/sign band to which sign is to be attached: \_\_\_\_\_ ft tall; \_\_\_\_\_ ft wide

Distance between proposed sign and those on adjacent businesses: \_\_\_\_\_ ft. and \_\_\_\_\_ ft.

Does the sign conform to the size, color and type of business signs in the same development?

Yes No Explain: \_\_\_\_\_

Is the sign to be installed on the tenant space being advertised? Yes No

**VIII. PROPOSED GROUND SIGNS**

Type of Sign:      Business              Directory              Subdivision              Changeable Copy

Is the Sign to be:      New              Alternation              Repair              Replacement

Sign Face Dimensions: Height: \_\_\_\_\_ Length \_\_\_\_\_ Total Square ft. \_\_\_\_\_

Type of Masonry base: \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Total Sign Dimensions: Height \_\_\_\_\_ Length \_\_\_\_\_

Sign Material: \_\_\_\_\_ Height and Color of Letters: \_\_\_\_\_

Will a Logo be used:      Yes      No      Describe \_\_\_\_\_

Is Sign Illuminated?      Yes      No      Describe: \_\_\_\_\_

Setback from front ROW \_\_\_\_\_ Setback from internal drive or side property line \_\_\_\_\_

Will the sign encroach on any easements?      Yes      No

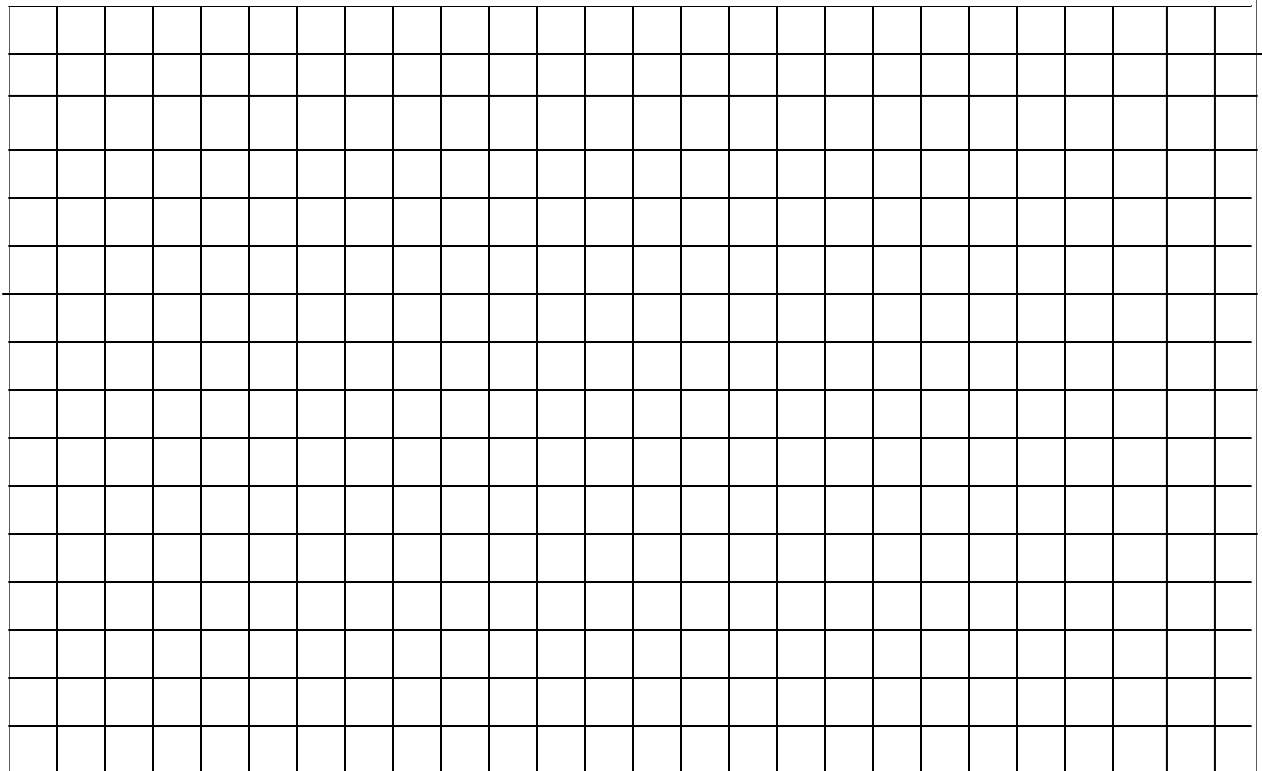
**IX. PROPOSED LANDSCAPING FOR GROUND SIGN**

Species of shrubs to be planted at base of ground sign \_\_\_\_\_

Size of shrubs (Height; not gallon size ) \_\_\_\_\_

Number of shrubs to be planted on each side of ground sign \_\_\_\_\_

**X. SKETCH** the site showing location of building, ROW, drives and proposed ground sign(s). ***(Or attach a site plan)***



**XI. SIGN CALCULATIONS AND FEES** (See Page 5 for additional information)

**Attached (Building/Wall Signs)**

1. Width of building façade on which sign is to be installed \_\_\_\_\_
2. Multiply #1 above by One (1) or Two (2) according to zoning \_\_\_\_\_
3. Enter the lesser of #3 or maximum sq. ft allowed \_\_\_\_\_
4. Total Square footage of all attached signs proposed \_\_\_\_\_
5. Multiply #4 by \$2.00 \$ \_\_\_\_\_

**Detached (Ground Sign)**

6. Height of base \_\_\_\_\_
7. square footage of sign face \_\_\_\_\_
8. Total height of sign face and base \_\_\_\_\_
9. Multiply #7 above by \$2.00 \$ \_\_\_\_\_

**TOTAL SIGN FEE DUE (Add #5 and #9)** \$ \_\_\_\_\_

**VII. APPLICANT SIGNATURE**

I hereby certify that the proposed sign is authorized by the owner/tenant of record. Furthermore I certify that I have read and understand the sign regulations e of the City of Horn Lake and have revealed all relevant material facts regarding signs to be installed as well as signs to remain as a part of this application. I further agree that If sign(s) are erected on this site (by myself or my company) that are not in compliance with the applicable laws of the City of Horn Lake or if material facts regarding the site or signs existing on the site or to be installed on the site have been omitted from this application, I agree to remove sign(s) immediately and pay any fines charged by the city in accordance with the Zoning Ordinance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

*To be completed by the City of Horn Lake*

Site Inspected on \_\_\_\_\_ by \_\_\_\_\_. Zoning of property confirmed \_\_\_\_\_

Sign Permit # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Final Sign inspection requested \_\_\_\_\_ and completed \_\_\_\_\_ by \_\_\_\_\_

## XI. SUMMARY OF SIGN REQUIREMENTS

This summary provides general information only and does not reflect the complete text of the sign regulations. Refer to the City of Horn Lake Zoning Ordinance for complete text and requirements.

	<b>AG and Residential</b>	<b>O &amp; C1</b>	<b>C3, C4, M1 and M2</b>
<b>Attached (Wall or Building Signs)</b>			
<b>Maximum Size</b>	32 sq. ft or 1 sq ft for each linear foot of building façade on which the sign is to be place, whichever is smaller		100 square ft or 2 sq. ft for each linear foot of building façade on which sign is to be placed, whichever is smaller
<b>Detached (Ground Signs)</b>			
<b>Maximum Size and Height</b>	32 sq ft; 6 ft tall; Masonry base 3' or less in height	40 sq ft; 6 ft tall; Masonry base 3' or less in height	
<b>Letters and Logos</b>			
Individual channel letters are required for attached (building/wall) signs. Such letters shall be between 6" and 18" in height. No cabinet signs are permitted for wall signs including logos.			
<b>Miscellaneous</b>			
<ol style="list-style-type: none"> <li>1. Changes to Non-conforming signs shall not be allowed including installation of new faces.</li> <li>2. All ground signs shall be a minimum of ten feet from street ROW, internal streets or drives and side property lines and shall not prevent drivers from seeing oncoming traffic which is 50' or closer to the property on which the sign is placed.</li> <li>3. Property located between Windchase Drive and I-55 or within 500 feet from the intersection of Goodman Road and State Highway 51 have more lenient regulations for ground signs. <i>(Consult Planning Director or Zoning Ordinance for details.)</i></li> <li>4. Service Stations are permitted one (1) gasoline price sign on the premises.</li> <li>5. LED signs require conditional use approval.</li> <li>6. A maximum of two (2) attached (wall) signs is permitted per façade facing a public or private street.</li> <li>7. Attached (wall) signs shall be placed on the tenant's space which is being advertised.</li> </ol>			

## XII. SIGN APPROVAL PROCESS

Sign applications are due by the twentieth (20th) day of the month. They are reviewed first by the Planning Staff and Building Inspector. The Design Review Commission (DRC) has the authority to approve, disapprove or required changes to proposed signs. The DRC meets the second Tuesday of the month. It is very important to submit complete applications including graphic details, site plans and photographs. Incomplete application will not be reviewed. Permits issued without benefit of all material facts are considered null and void.

The Building Inspector shall be notified after installation for the purpose of a determining whether the sign is in compliance with the permit issued and is safely installed.