Project Property Address: _____

City Planning & Zoning Administrator: Crystal R. Ball, CFM, CZO
Email- cball@lovington.org
Phone: (575) 396-9301

City Sign Permit

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Permit Requirements

1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the basic information required for all permitting applications. ☐

2) Pay the Sign Permit processing fee. $_____Date paid_____ ☐

3) Submit a site plan. A sketch of the building, structure or lot where the sign will be located, along with the position of the proposed sign in relation to other nearby structures and the road or intersection. ☐

4) Submit two copies of the blueprints or ink drawings (plans) and specifications and the method of construction and method of attachment to the structure or ground. ☐

5) Submit one copy of stress sheets and calculations showing the structure is designed for adequate dead load and wind pressure in any direction. ☐

6) Submit the name of the person(s) or contractor that will erect the sign. ☐

7) Provide copies of all state building permits associated with the proposed sign, this includes and electrical permitting. ☐

8) Provide a continuing surety bond in the amount one thousand ($1,000) dollars or proof of a liability insurance policy that shall indemnify and save harmless the City from any and all damages, judgments, costs, or expenses which the City may incur or suffer by reason of granting the sign permit. ☐

9) A preliminary inspection is required prior to construction to ensure the sign placement meets all of the City Code requirements. Call Planning and Zoning to arrange site visit after sign placement is marked on location. ☐

Continued form on next page

10) Call 811 BEFORE YOU DIG – to locate buried utility lines. ☐

11) Please call for a final inspection after completion of the sign erection. ☐

Applicant Name:_____ **Date:** _____

Applicant Signature: _____

Notes or recommendations for applicant from Planning and Zoning or Code Enforcement.

Preliminary Approval

Planning, Zoning, Code Staff Name:_____

Signature: _____ **Date:** _____

Final Inspection

Planning, Zoning, Code Staff Name:_____

Signature: _____ **Date:** _____