



**Oldham County Planning and Development Services
Application for Sign Permit**

For Staff Use Only:

Date: _____ Permit Expiration Date: _____ Staff: _____ Fee: _____

General Information:

Name of Applicant(s): _____

Project Address: _____

City: _____ Is the project within the incorporated city limits? _____

Subdivision Name: _____ Current Land Use: _____

Parcel ID: _____ Current Zoning: _____

Are there any past or present related Planning and Zoning cases on this property? If yes, please list the cases:

Signatures:

Owner(s):

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Applicant(s): (if other than owner)

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Contact: (if other than owner)

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

100 West Jefferson Street ~ LaGrange, Kentucky
Ph: 502-222-1476 Fax: 502-222-3213
www.oldhamcountky.gov

Updated 10/22/2013

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A. Sign Information: (measurements should not include structure support)

1. Type of Sign: (Check all that apply)

- Temporary Time Length of Display: _____
- Permanent
- On-Premise
- Off -Premise (See Also Section B)

2. Freestanding/Monument Sign

Height: _____ feet Length: _____ feet Area: _____ square feet Front Setback: _____

3. Wall Sign Projecting Sign Roof Sign Banner Flags

Height: _____ feet Length: _____ feet Area: _____ square feet Bldg Frontage Length: _____

4. Electronic Sign

Height: _____ feet Length: _____ feet Area: _____ square feet

Electronic Sign a component of a freestanding/monument sign? YES NO

Percentage of Electronic Display: _____

5. Distance from ground to: Bottom of Sign: _____ feet Top of Sign: _____ feet

6. What is the estimated cash value of the sign? _____

7. Total number of signs on the property: _____

8. Illumination

- Internal External

B. Off-Premise Signs must meet the following criteria and must obtain a conditional use permit from Board of Adjustment:

- _____ 1. A conditional use permit and approval was obtained from the appropriate Board of Adjustments through public hearing.
- _____ 2. The sign must comply with the sign regulations for the zoning district in which it is located.
- _____ 3. The sign must be 50 feet from street intersections as measured along the curb or edge of pavement.
- _____ 4. Placement of one panel on top of another is prohibited.
- _____ 5. Maximum height is 35 feet or the maximum height permitted for on-premise signs in the zoning district in which the sign is located, whichever is lesser.

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C. Submittal Checklist:

- _____ 1. Complete Sign Permit Application. **(Property Owner's signature required.)**
- _____ 2. Required Sign Permit application fee of \$2.00 per square foot of signage. The minimum charge for all sign permits is \$50.00. (Example: 10' x 10' double sided sign = \$400.00)
- _____ 3. A copy of the current rental or lease agreement.
- _____ 4. A plot plan showing the location of the sign on the property, the distance from the sign to all lot lines and structures along with existing streets, driveways and parking areas.
- _____ 5. A sketch or photo of the proposed sign showing lettering and designs to be placed on the sign.

I, the applicant, have read and answered all questions to the best of my knowledge. I further agree that no sign shall be place in any recorded easements or on property other than described in this application. I understand that any temporary signage must be removed from the property on the date and or time period specified on the temporary sign permit.

The Oldham County Code Enforcement Officer has the right to revoke any sign permit in the event that false information was provided on this application.

Applicant Signature _____ Date _____