

City Sign Permit Application

City of Bardstown
 220 North Fifth Street
 Bardstown, Kentucky 40004
 Telephone: (502) 348-5947 Fax: (502) 348-2433
 Email: rjennings@bardstowncable.net

For Office Use Only:

Permit #: _____

Date Received: _____

Fee Paid: _____

Please Type or Print (blue or black ink)

Application Date: _____

Instructions

Provide the Applicant's name, contact person, mailing address, telephone, and email address. Use additional sheets if necessary.

Provide the Installer's/Contractor's name, contact person, mailing address, telephone, and email address. Use additional sheets if necessary.

Indicate locations of property where sign(s) will be erected.

Specify if Certificate of Appropriateness or CUP has been granted.

Specify the type of permit application and number of proposed and existing signs.

For freestanding signs, specify building size, lot frontage, sign type, sign height, and sign area for each proposed freestanding sign. Also, specify sign area of proposed changeable reader board.

For building signs, specify the sign type, building elevation occupied by the Applicant, sign area, and proposed sign coverage.

Specify sign lighting.

Applicant Information

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Sign Installer/Contractor Information

Installer/Contractor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Site Information

Business/Organization Name: _____

Street Address: _____

Is this property within the Bardstown Historic District? Yes No

Is this use authorized under a Conditional Use Permit? Yes No

Sign Information

Type: New Sign Sign Face Replacement Other Specify: _____

Number of Proposed Signs: _____

Number and Type of Existing Signs: _____

Freestanding Signs

Building/Space Size (sf): _____ Lot Frontage: (ft): _____

Sign	Type (Pole- or Ground- Mounted)	Sign Height (sf)	Sign Area (sf)	Changeable Copy/Reader Board Area (sf)
F1				
F2				

Building Signs

Sign	Type (Wall, Roof, or Projecting)	Building Elevation (sf)	Permitted Coverage (%)	Sign Area (sf)	Proposed Coverage (%)
B1					
B2					
B3					

Sign Lighting? Yes No If yes, specify type: _____

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 elevations showing facade 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 the City of Bardstown.

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 applications. 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: _____

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Date Application Received: _____ Received by: _____

Late Fee Assessed? Yes No

Fee Paid: \$ _____ Check # _____ Cash Other, specify: _____

CUP? Yes No Date: _____ Number: _____

COA? Yes No Date: _____ Number: _____

DRB? Yes No Date: _____ Number: _____

Approved Denied Staff approval: _____

Notes: _____
