CITY OF FAYETTEVILLE, ARKANSAS
Sign Permit Application
(Sign fees paid upon approval - $25 per sign + State craft education fees)

Physical Address (Where sign will be located):

Business Name (Business sign is advertising for):

<table>
<thead>
<tr>
<th>Person/Company Erecting Structure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person/Company Name</td>
</tr>
<tr>
<td>Contact Email</td>
</tr>
<tr>
<td>Contact Phone</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Owner Information &amp; Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person signing [printed]</td>
</tr>
<tr>
<td>Entity/Company signator legally represents</td>
</tr>
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- This application is for:
  - New sign(s) _____
  - Alteration of existing sign(s) _____
  - Addition to existing sign(s) _____

- Is there a current City of Fayetteville Business License in place for this address? Yes _____ No _____
  - A current City Business License must be in place for an existing business or a new business location.
  - Business owners can contact the Business License Clerk at 479-575-8352 for information on applying online at [www.fayetteville-ar.gov](http://www.fayetteville-ar.gov).

- Is the property located within the I-540(I-49) Design Overlay District? Yes _____ No _____

- Are you proposing an Electronic Message Board? Yes _____ No _____

- Are you proposing a freestanding or projecting sign? (i.e. Pole, Monument, Joint Identification) Yes _____ No _____
  - If yes, is there an existing freestanding or projecting sign on the property? Yes _____ No _____
  - If yes, is the proposed freestanding sign being proposed within an easement? Yes _____ No _____

**MISC SIGNAGE INFORMATION:**

**Neon & Accent Lighting:**
- Neon lighting as a commercial sign requires a separate neon lighting permit along with this sign permit.
- Accent lighting, LED or neon, has specific regulations (§176.03), please contact the Planning Division before installing.

**Common Prohibited Signage:**
- Windblown signs. (Flags, Pennants, Balloons, Spinners, or Blimps)
- Signs or attraction devices which flash, blink, are animated, or fluctuate in light intensity. (i.e. Flashing “Open” sign)
- Electronic graphic display screens (video boards).

**Electronic Message Boards:**
- Electronic message boards are prohibited in the I-540(I-49) Design Overlay District.
- Electronic message boards are limited in size and may only change messages every three hours.
- Messages must be displayed on a black or unlit background.
- The maximum brightness is 0.3 foot candles above ambient light levels.

**Sign permit expiration:**
If the work or construction authorized under this permit has not been completed within six (6) months after date of issuance, or if it is suspended or abandoned for a period of six (6) months after work has started this permit shall become null and void.
A master electrician shall obtain an electrical permit for power wiring before the permit will be approved.
### Proposed signage information:

<table>
<thead>
<tr>
<th>Sign type (wall, pole, monument, etc.)</th>
<th>Cost</th>
<th>Illumination Type (led, fluorescent, none, etc.)</th>
<th>Sign Display Surface Area Calculation</th>
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<tr>
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<td>Height(feet) x Length(feet) = Area (Sq/f)</td>
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<tr>
<td>5.</td>
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### Existing sign(s) to remain:

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### Wall Sign(s) Additional Information:

- Multi-Tenant Building (more than one business in building): Yes__ No__
- Confirm that signage projects less than 18 inches from wall: Yes__
- Material of sign: __________________________
- Support being used to affix sign to the wall: __________________________

### Freestanding Sign Additional Information:

- Height of sign above street/surrounding grade (feet): _______
- Pole sign height is measured from street grade. Monument sign height is measured from the lots surrounding grade.
- Material of sign: __________________________
- Support being used to install sign into the ground: __________________________

### THE FOLLOWING DOCUMENTS MUST BE INCLUDED WITH SIGN APPLICATION

- **Wall Signs**
  - Wall(s) elevations showing:
    - Proposed sign and sign dimensions
    - Sign(s) to be removed
    - Any existing wall sign that will remain
    - Dimensions of wall area sign is on

- **Freestanding Signs**
  - Site plan & Sign drawings showing:
    - Proposed sign and sign dimensions
    - Location of proposed sign in relation to Master Street Plan Right-of-Way
    - Property lines & any easement(s)

- **Projecting Signs**
  - Wall elevation showing:
    - Proposed sign and sign dimensions
    - Adjacent Sidewalk width dimension
    - Dimension how far sign extends over sidewalk
    - Dimension from ground to the bottom of sign

### Applicant Information:

- Name [printed]: ____________________________________________
- Contact Email: ____________________________________________
- Contact Phone: ____________________________________________
- Mailing Address: ____________________________________________
- Applicant Signature: ________________________________________
- Date: ________________________________________

### Planning Division (Official Use Only)

- In conformance with UDC section: _______ Planning Official: ________________________________________
- Signature: ________________________________________
- Date: ________________________________________

### NOTES:

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Phone: 479-444-3443  
Email: arichmond@fayetteville-ar.gov  
Mailing Address: 125 W. Mountain Street, Fayetteville, AR 72701