

## SIGN PERMIT APPROVAL GUIDE

### **APPLICATION CHECKLIST:**

1. Scale drawing of proposed sign and exact location on lot
2. Lighting and construction design
3. \$50 application fee

### **PROCEDURE:**

1. The administrative official will be charged with review of all sign permit applications based upon the provisions of the code and the other applicable regulations. **See below for additional regulation information.**
2. The administrative official shall have 10 business days from receipt of the application to approve or deny the sign permit application. If the administrative official fails to render a decision within 10 business days, the applicant shall be issued a permit for the sign immediately. If denied approval, the applicant shall receive a written explanation of denial.
3. If denied, the applicant may appeal said denial to the Board of Adjustment.
4. Permits for any sign not erected within 6 months of date of issuance shall become void.
5. Any person, firm, or corporation who fails to obtain a sign permit shall be fined not more than \$100.00 for each offense. Each day that such violation continues shall constitute a separate offense.

### **ADDITIONAL SIGN PERMIT INFORMATION**

The following signs are exempted from the sign permit requirements but must comply with all other requirements of this title:

- Memorial signs and building markers
- Election campaign signs
- Signs that are painted on or affixed to glass surfaces of windows or doors and that pertain to the lawful business of the persons located within the building
- Signs advertising the sale of real property
- Banners shall be exempt when used to announce a specific event, provided they are not placed more than 30 days prior to the event and they are removed within 72 hours following the event

The following signs are prohibited within the city limits:

- Unsafe sign
- Traffic hazard signs
- Abandoned signs
- Signs within the public right-of-way
- Roof signs
- Signs painted on or attached to trees, rocks, other natural formations, fence posts, utility poles, or roofs
- Billboards
- Signs on public property, except as authorized by the City of Brookland or other governmental institutions
- Off-premise signs

*City of Brookland  
613 Holman St.  
Brookland, AR 72417  
PHONE: 870-935-0538*

The following are exempted from these sign regulations:

- The message and content of signs
- Product dispensers
- Scoreboards and other signs acknowledging sponsors on athletic fields
- Flags of any nations, government, or non-commercial organization
- Gravestones
- Barber poles
- Religious symbols
- Display of street address numbers
- Any display or construction not defined as a sign
- Decorations which are seasonal, clearly incidental and customarily associated with any national, local, or religious observance
- Utility location/identification signs

The following shall apply to all signs in the city unless otherwise provided:

- No sign shall be erected which prevents free ingress and egress from any driveway, parking lot, or structure door, window, or fire escape. No sign of any kind will be attached to any part of a fire escape or building standpipe.
- On any corner lot no sign shall be erected in a way that prevents vision of the roadway between a height of 2 feet and 10 feet within 25 feet along the property line from the property corner.
- No sign shall be placed in any position or in such a manner as to obstruct the vision of the motoring or pedestrian public. This requirement supersedes all other setback and coverage regulations.
- No sign shall interfere with the safe operation of all utilities by being placed within 5 feet of a utility easement or designated utility zone.
- All signs and sign structures shall conform to the applicable building standards adopted by the City of Brookland. All electrified sign installers and maintenance operators shall be required to submit proof of licensure pursuant to Arkansas State Law

For regulations of signs allowed by zoning district, see **Section 11.08.0 in the *City of Brookland Zoning Code***

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## SIGN PERMIT APPLICATION

Property Owner

Name/Signature: \_\_\_\_\_

Spouse

Name/Signature: \_\_\_\_\_

Sign Location Address: \_\_\_\_\_

Development Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Description of Sign: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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\_\_\_\_\_  
Property Owner Signature

Property Owner Mailing Address	City	State	Zip
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Phone: \_\_\_\_\_

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