



CITY OF NEW ALBANY

New Albany City Plan Commission
311 Hauss Square, Suite 329
City – County Building
New Albany, Indiana 47150
Telephone: (812).948.5333 Email: ssmith@cityofnewalbany.com

Date Stamp

Approved: _____

Docket (if applicable): _____

Sign Permit Application

Required:

- Attach one (1) copy of the sign plan, including the location on the site and all dimensions of the sign.
- Fee (cash or check made payable to City of New Albany) \$50 per sign/side

Project Information:

Address: _____ Name of Business: _____

Contact Information:

Applicant/ Contractor: Check if primary contact
Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____
Email: _____

Owner/Lessee: Check if primary contact
Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____
Email: _____

Applicant/Owner signature: _____

Sign #1: New Sign Existing Sign or Reface
Type: Attached/Wall Pole Sign (Clearance height: _____) Ground Mounted/Monument
Illuminated: yes no **LED:** yes no
Number of faces: _____ **Height:** _____ **Width:** _____ **Square Feet:** _____

Sign #2: New Sign Existing Sign or Reface
Type: Attached/Wall Pole Sign (Clearance height: _____) Ground Mounted/Monument
Illuminated: yes no **LED:** yes no
Number of faces: _____ **Height:** _____ **Width:** _____ **Square Feet:** _____

Sign #3: New Sign Existing Sign or Reface
Type: Attached/Wall Pole Sign (Clearance height: _____) Ground Mounted/Monument
Illuminated: yes no **LED:** yes no
Number of faces: _____ **Height:** _____ **Width:** _____ **Square Feet:** _____

ADDITIONAL INFORMATION:

*Attach additional sheets, if necessary

*Signs in rights-of-way require Board of Works approval; signs in Historic District require a Certificate of Appropriateness