



# CITY OF NEW ALBANY

New Albany City Plan Commission  
142 East Main Street, Suite 200  
New Albany, Indiana 47150  
Telephone: (812)948.5327 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