



Permanent Sign Application

Planning Department
10001 US Highway 70
Lakeland, TN 38002
Telephone (901)867-2717

Applicant:

Name: _____

Sign Company or Partnership: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Location of Sign _____ Zoning Classification _____

Owner:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Illumination (Check One):

- None, Internal, External, Both External and Internal

Type of Signs(s). Check all that apply:

- Building Marker, Changeable Copy, Construction, Directory, Flag/ Flagpole, Identification, Incidental Sign, Interstate Monument, Institutional, Temporary, Menu Board, Model Home, Principal Ground Sign, Real-Estate, Subdivision Entry, Temporary Sign, Wall (Nonresidential), Wall (Residential/Institutional), Yard Sale, Gasoline Trade, Grand Opening, Suspended Sign, Shopping Center

Sign Dimensions and Square Footage:

Length: _____ Width: _____ Height: _____ Square Footage: _____

Provided with Submittal		For Office Use
	Completed Application	
	Sign Plan showing the required 5 Elements: <ol style="list-style-type: none"> 1. Location 2. Proposed Material 3. Size 4. Color 5. Proposed Illumination 	
	Full-Color Site Plan Rendering and Elevation Drawings	
	Sign Plan Packet should also show computations of the maximum total sign area.	
	Material samples of proposed signage	
	Permit Fees for all signage. The fees are as follows: Ground Signs - \$150 Wall Signs- \$100 Temporary - \$30	
	Staff may request additional information to ensure compliance with local, state, and federal regulations.	

In general, the Municipal Planning / Design Review Commission meets the third Thursday of each month at 5:30 p.m. in the Board Chambers in City Hall located at 10001 U.S. Highway 70. The submission deadline normally is 30 days prior to the next regular scheduled meeting by 4:00 p.m. Eight (8) copies of all required materials, in addition to the required application fee shall be submitted to the City by the application deadline. Contact the City at 901-867-2717 to confirm deadline and meeting dates and times.

Pre-Application Meeting:

The applicant or its designated design professional shall conduct a pre-application conference with City staff a minimum of fifteen (15) days in advance of submitting a sign permit application and related documents for review and approval by the City.

Sign Removal upon Discontinuance of Use:

Whenever the use of a building or premises by a specific business or other establishment is discontinued by the owner or occupant for a period of 90 days, the sign permits for all signs pertaining to that business or establishment that were installed by the occupant or owner shall be deemed to have lapsed, and the signs shall be removed at the expense of the occupant and/or owner, as well as all signs and related structural elements which do not conform to the Sign Ordinance.



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Conditions of Permit Issuance:

1. The Design Review Commission, in review of the sign plan are satisfied that the following criteria are adequately met:
 - The Sign Plan provides that signs of a similar type and function within the development will have a consistent color scheme, architectural style, and material construction; and
 - The Sign Plan provides for signs that meet the size limitations, location requirements, and other applicable requirements of the Sign Ordinance.
2. The Plan/Permit is void if construction has not begun within six (6) months from the date the permit was issued or if work is suspended or abandoned for 120 or more consecutive days following the beginning of construction
3. The Plan/Permit is void if incorrect information is given on the application for the permit.
4. Once sign construction is complete a final inspection must be scheduled with the City of Lakeland.

Contact:

Katrina Shields
Code Enforcement Officer
kshields@lakelandtn.org
901-867-5404

Donald Anthony, AICP
Planning Director
danthony@lakelandtn.org

Applicant and owner must sign to indicate that they have read and understand the sign regulations provided in the information sheet and conditions of permit issuance.

Signature of Person Completing & Submitting this Application

Date

Signature of Owner (If applicant is not owner)

Date