



CLARK COUNTY PLANNING & ZONING
 300 CORPORATE DR, ROOM 208
 JEFFERSONVILLE, IN 47130
 P:812-285-6287 F:812-280-5616
 EMAIL: jstanley@clarkcounty.in.gov

SIGN PERMIT APPLICATION – ON PREMISE

APPLICANT: _____
 ADDRESS: _____
 PHONE: _____
 EMAIL: _____

OWNER: _____
 ADDRESS: _____
 PHONE: _____
 EMAIL: _____

LOCATION INFORMATION:

PARCEL #: _____
 ADDRESS: _____
 ZONING: _____ GRANT SECTION: _____

REQUIRED INFORMATION:

SIGN DIMENSIONS: _____

LOCATION: _____

 (PLEASE ATTACH PLOT PLAN WITH EXACT LOCATION)

HEIGHT FROM STREET ELEVATION: _____

SIGN VERBAGE: _____

SIGN TYPE:

PERMANENT:

TEMPORARY:

NOTE: PLEASE REFER TO THE ZONING ORDINANCE FOR REGULATIONS ON TYPES OF TEMPORARY SIGNS, MAINTENANCE AND REMOVAL REQUIREMENTS, EXEMPT SIGNS, AND PROHIBITED SIGNS. THE ZONING ORDINANCE CAN BE FOUND AT co.clark.in.us.

PLEASE SEE CHART BELOW FOR PERMITTED USES PER ZONE:

- a. **Temporary Signs.**
 - i. **Temporary Signs in C, AG, AE, R1, R2, R3, and R4.** The following Temporary Signs shall be permitted, provided the respective development standards in *Chapter 2: Zoning Districts* are met. An ILP is not required.

TEMPORARY SIGNS: C, AG, AE, R1, R2, R3, and R4

Permitted Types	<ul style="list-style-type: none"> Hanging Pole (such as yard signs)
Size	<ul style="list-style-type: none"> Maximum of sixteen (16) sq ft per sign per side Maximum cumulative area of thirty-two (32) sq ft for all sign per parcel, not including political signs
Quantity	<ul style="list-style-type: none"> Maximum of two (2) per parcel, not including political signs
Height	<ul style="list-style-type: none"> Maximum of five (5) feet
Duration	<ul style="list-style-type: none"> While the property is for sale or lease While a project is under construction Maximum of ten (10) days for a legally permitted event
Placement	<ul style="list-style-type: none"> Not located within the sight triangle Minimum of ten (10) feet from any property line. If property is adjacent to an INDOT right-of-way,

	placement must comply with all applicable INDOT regulations.
Additional Standards	<ul style="list-style-type: none"> • EVMS or EVMS components are not permitted • No ILP is required

- ii. **Temporary Signs in AI, B1, B2, B3, M1, M2, and M3.** The following Temporary Signs shall be permitted, provided the respective development standards in *Chapter 2: Zoning Districts* and *Chapter 3, Section B.7.a.vi: Electronic Variable Message Signs (EVMS)* are met. An ILP for a Temporary Sign is required unless otherwise specified.

TEMPORARY SIGNS: AI, B1, B2, B3, M1, M2, AND M3		
Permitted Types	<ul style="list-style-type: none"> • Banner • Hanging • Inflatable • Informational • Pole 	<ul style="list-style-type: none"> • Portable • Wall • Wayfinding • Window
Size	<ul style="list-style-type: none"> • Maximum of sixteen (16) sq ft per sign per side • Maximum cumulative area of thirty-two (32) sq ft for all sign per parcel, not including political signs 	
Quantity	<ul style="list-style-type: none"> • Maximum of two (2) per parcel, not including political signs • For multi-tenant buildings, the number of signs permitted shall be determined by the Administrator 	
Height	<ul style="list-style-type: none"> • Maximum of fifteen (15) feet. If property is adjacent to an INDOT right-of-way, placement must comply with all applicable INDOT regulations. 	
Duration	<ul style="list-style-type: none"> • While the property is for sale or lease (No ILP required) • While a project is under construction • Maximum of ten (10) days for a legally permitted event, grand opening, or special promotion 	
Placement	<ul style="list-style-type: none"> • Not located within the sight triangle • Minimum of ten (10) feet from any property line. If property is adjacent to an INDOT right-of-way, placement must comply with all applicable INDOT regulations. 	
Additional Standards	<ul style="list-style-type: none"> • EVMS or EVMS components permitted without flashing lights and must comply with <i>Chapter 3, Section B.7.a.vi: Electronic Variable Message Signs (EVMS)</i> 	

Permanent Signs (excluding billboards).

- iii. An exempt sign may be illuminated according to the provisions of this chapter but may not be flashing or animated.
- iv. **Permanent Signs in AG.** The following Permanent Signs shall be permitted, provided the respective development standards in *Chapter 2: Zoning Districts* and *Chapter 3, Section B.7.a.vi: Electronic Variable Message Signs (EVMS)* are met. An ILP is required unless otherwise specified.

PERMANENT SIGNS: AG			
Permitted Types	<ul style="list-style-type: none"> • Awning • Monument 	<ul style="list-style-type: none"> • Mural • Wall 	<ul style="list-style-type: none"> • Wayfinding • Window
Size	<ul style="list-style-type: none"> • Maximum of sixty-four (64) sq ft cumulative area per parcel for all signs, but no single sign shall be more than thirty-two (32) sq ft 		
Quantity	<ul style="list-style-type: none"> • Maximum of two (2) per parcel with a maximum of one (1) free-standing sign 		
Height	<ul style="list-style-type: none"> • Maximum of six (6) feet 		
Placement	<ul style="list-style-type: none"> • Not located within the sight triangle • Minimum of ten (10) feet from any property line or the edge of roadway pavement, whichever is less, provided: <ul style="list-style-type: none"> • If property is adjacent to an INDOT right-of-way, placement must also comply with all applicable INDOT regulations. • If property is adjacent to a residentially zoned parcel, a minimum setback of twenty (20) feet is required from said residential property line. 		
Additional	<ul style="list-style-type: none"> • EVMS or EVMS components are not permitted 		

Standards	<ul style="list-style-type: none"> • Monument: Must include a minimum of at least one (1) foot of supporting base • Wall: No illumination • Wall: No ILP is required • Window: No ILP is required if not illuminated and less than fifty percent (50%) of window area
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Permanent Signs in C, AE, R1, R2, R3 and R4. The following Permanent Signs shall be permitted, provided the respective development standards in *Chapter 2: Zoning Districts* are met. An ILP is required unless otherwise specified.

PERMANENT SIGNS: C, AG, AE, R1, R2, R3, and R4	
Permitted Types	<ul style="list-style-type: none"> • Monument • Wall
Size	<ul style="list-style-type: none"> • Monument: Maximum of thirty-two (32) sq ft per side • Wall: Maximum of one (1) sq ft per parcel
Quantity	<ul style="list-style-type: none"> • Monument: Maximum of two (2) signs per vehicular entrance to a subdivision or residential complex • Wall: Maximum of one (1) sign per parcel
Height	<ul style="list-style-type: none"> • Maximum of four (4) feet
Placement	<ul style="list-style-type: none"> • Not located within the sight triangle • Minimum of ten (10) feet from any property line or the edge of roadway pavement, whichever is less. If property is adjacent to an INDOT right-of-way, placement must comply with all applicable INDOT regulations. • Monument: Only located at vehicular entrance to subdivision or residential complex. Must be located in a dedicated easement or common area dedicated to homeowners association. • Wall: Must be placed on primary structure
Additional Standards	<ul style="list-style-type: none"> • EVMS or EVMS components are not permitted • Monument: Must include a minimum of at least one (1) foot of supporting base • Wall: No illumination • Wall: No ILP is required

Permanent Signs in AI, B1, B2, B3, M1, M2, and M3. The following Permanent Signs shall be permitted, provided the respective development standards in *Chapter 2: Zoning Districts* and *Chapter 3, Section B.7.a.vi: Electronic Variable Message Signs (EVMS)* are met. An ILP is required unless otherwise specified.

PERMANENT SIGNS: AI, B1, B2, B3, M1, M2, and M3	
Permitted Types	<ul style="list-style-type: none"> • Awning • Bench • Changeable Copy • Electronic • Hanging • Informational • Marker • Monument • Mural • Pole • Projecting • Roof • Suspended • Wall • Wayfinding • Window
Size	<ul style="list-style-type: none"> • AI, B1, B2, and B3: Maximum of two hundred (200) sq ft cumulative area per parcel for all signs, but no single sign shall be more than fifty (50) sq ft. • M1, M2, and M3: Maximum of four hundred (400) sq ft cumulative area per parcel for all signs, but no single sign shall be more than eighty (80) sq ft.
Quantity	<ul style="list-style-type: none"> • AI, B1, B2, and B3: Maximum of four (4) per parcel with a maximum of one (1) free-standing sign • M1, M2, and M3: Maximum of five (5) per parcel with a maximum of one (1) free-standing sign
Height	<ul style="list-style-type: none"> • Maximum of twenty (20) feet
Placement	<ul style="list-style-type: none"> • Not located within the sight triangle • Minimum of ten (10) feet from any property line or the edge of roadway pavement, whichever is less, provided: <ul style="list-style-type: none"> • If property is adjacent to an INDOT right-of-way, placement must also comply with all applicable INDOT regulations. • If property is adjacent to a residentially zoned parcel, a minimum setback of twenty (20) feet is required from said residential property line.

	<ul style="list-style-type: none"> Awning, Projecting, Wall, and Window: Must be placed on primary structure
Additional Standards	<ul style="list-style-type: none"> Awning, Projecting, Wall, and Window: EVMS or EVMS components are not permitted Monument: Must include a minimum of at least one (1) foot of supporting base Projecting: <ul style="list-style-type: none"> Lowest point of sign shall be no less than eight and one half (8.5) feet above grade level except for the supporting building, structure, or column. Sign shall not extend more than four (4) feet beyond its supporting structure. Sign shall not extend into the right-of-way unless approved by the County Engineer. Wall: No illumination Window: No ILP is required if not illuminated and less than fifty percent (50%) of window area

Billboards in B2, B3, B4, M1, M2, and M3. As defined in *Chapter 10: Definitions*, the following shall be required for all billboards, provided the respective development standards in *Chapter 2: Zoning Districts* are met. An ILP is required for all billboards. No billboards are permitted in B1, C, AI, AG, AE, R1, R2, R3, and R4

BILLBOARDS: B2, B3, M1, M2, and M3	
INDOT/FHWA Regulations & Permitting	<ul style="list-style-type: none"> If property is located on a "Control Route" or within an "Adjacent Area" as defined by INDOT, billboards must also comply with all applicable INDOT and/or FHWA regulations. A permit from INDOT shall be required, and in addition an ILP from Clark County shall also be required. The more restrictive regulations of INDOT/FHWA and this UDO shall apply.
Size	<ul style="list-style-type: none"> B2: Maximum size of 300 sq ft per sign B3: Maximum size of 700 sq ft per sign M1, M2, M3: Maximum size of 1,000 sq ft per sign The above maximum sign area allowances shall also be included when calculating the cumulative sign area requirements for permanent signs in <i>Section A.7.d</i>. For billboards only, the following shall be considered one sign: <ul style="list-style-type: none"> A double-faced display whose two (2) faces are not more than ten (10) feet apart A back-to-back whose two faces are not more than fifteen (15) feet apart A V-type display whose three (3) faces are not more than fifteen (15) feet apart
Quantity	<ul style="list-style-type: none"> Maximum of one (1) per parcel, which must conform with the minimum lot size of the subject district.
Height	<ul style="list-style-type: none"> Maximum of sixty (60) feet
Duration & Registration	<ul style="list-style-type: none"> The owner or lessee of the sign shall annually register the sign with the Administrator within forty-five (45) days of each annual anniversary date and pay a maintenance inspection fee of \$300.00 annually. The Administrator shall reissue an ILP annually upon such registration and after physical inspection of the sign, which confirms the sign is functional and in good and safe repair. If the inspection reveals that the sign is not functional, that the structure is not in repair or safe or if the owner or lessee has not registered the sign, then the Administrator shall order registration, maintenance, or removal under this UDO as appropriate.
Placement	<ul style="list-style-type: none"> Must comply with INDOT/FHWA Regulations & Permitting (see above). Minimum of fifty (50) feet but no more than six hundred sixty (660) feet from the nearest edge of any right-of-way of an Interstate.
Maintenance & Removal	<ul style="list-style-type: none"> When the product, person, business, or service that is advertised on the billboard is abandoned or altered, the display must be removed or altered within sixty (60) days to depict an existing product, person, business, or service. The owner and tenant of the land are equally responsible for removal or alteration of the sign. A billboard is considered not functional when any of the following conditions exist: <ul style="list-style-type: none"> Its essential elements are no longer readable; It is materially obstructed from view; A condition of substantial disrepair exists; or The area that is leased for display or within twenty-five (25) feet of a display on an undeveloped property is not kept free of weeds, debris, or refuse. The Administrator has the right of entry to inspect billboards to determine whether they are functional. If the Administrator determines that a display is not functional, he/she shall send written notice to the owner of the display to remove, alter, or repair the display or the area of undeveloped property on which the display is located. If the owner does not comply within sixty (60) days, the Administrator shall order removal of the sign at the owner's expense.

BILLBOARDS: B2, B3, M1, M2, and M3

Additional Standards

- An ILP is required in addition to written consent from the owners or lessor of the premises on which the display is located.