



APPLICATION FOR SIGN PERMIT

Applicant's Name _____ Date _____

Applicant's Mailing Address _____ Phone Number _____

Property Owner's Name _____

Company Installing Sign _____

Installing Company Contact Person _____ Phone Number _____

☆ Please include two sets of plans (to-scale) and specifications of the sign to be erected or affixed, detailing the method of construction and attachment to the building or ground.

Lot Dimensions _____ Type of Sign _____

Dimensions of Sign (Size and Height) _____ Estimated Cost of Project _____

Zoning Classification _____

Electrical and/or Illumination Details (if any) _____

Method of Construction and Attachment to Building or Ground _____

Total Amount Due: \$30.00

This is the Amount due at the time of filing the application with the City Clerk Office

For assistance with measuring lot lines or finding your property's legal description, please visit the Humboldt County Assessor's website and use the Beacon Map and Measuring Tool:

<https://humboldt.iowaassessors.com/search.php> or <https://beacon.schneidercorp.com/>

City Code: https://www.amlegal.com/codes/client/humboldt_ia/

City Zoning Map: <https://www.cityofhumboldt.org/departments/zoning>

Zoning Administrator: Joel Hanus - zoningadmin@cityofhumboldt.org



1-800-292-8989
www.iowaonecall.com





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Additional Items and Attachments

1. The applicant must complete a site plan as described on page 3 – all signs erected must be on private property, not in the right-of-way.
2. The applicant must include two sets of plans (to-scale) and specifications of the sign to be erected or affixed, detailing the method of construction and attachment to the building or sign.
3. The sign permit expires if work has not started within six (6) months of issuance or if the work has not been completed within two (2) years of issuance. The applicant may request one extension for no more than six (6) months.
4. The applicant is responsible for contacting Iowa One Call (811) at least forty-eight (48) hours before digging.
5. The City of Humboldt does not locate property pins, lot lines, or easements. It is the responsibility of the property owner to do so and inaccurate information on this form can result in application denial, revocation, and/or legal action.
6. If the property is located within the floodplain, the applicant must submit a Floodplain Development Permit Application in addition to the sign permit application.
7. If the property is located within the Airport Zoning Overlay, additional restrictions and height limitations may apply. The applicant must also submit an Airport Zoning Overlay permit application.
8. Your construction may be subject to additional private requirements (covenants). The City does not maintain or enforce restrictive covenants, plat requirements or deed restrictions. Property owners should check for private covenants, restrictions and other requirements before construction.

I hereby certify that I have checked and complied with all zoning regulations, flood plain regulations and airport regulations in effect at the time of application and agree to remove or bring into compliance all deficiencies at my own expense upon being notified of any non-compliance. My signature upon this application signifies that I understand that it is my responsibility to research for any restrictive covenants that may pertain to my property and that the City of Humboldt is not responsible to enforce these restrictive covenants. I also certify that the City of Humboldt is not responsible for determining the location of any lot lines or boundaries, nor does the approval of this application indicate confirmation by the City of said lot line or boundary location.

Signature of Applicant: _____ Date: _____

For City Use Only

Approved: Not Approved: Zoning Administrator: _____ Date: _____

Permit Application Requires:

Payment Type Made with Submission:

- Variance
- Special Use
- Rezoning

- Check
- Cash
- Debit or Credit

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Site Plan

Please submit below a sketch plan showing the actual shape and dimensions of the lot on which the construction will take place

1. Show streets, with street names, if any on proper sides of the lot or parcel
2. Show property lines and dimensions of the lot or parcel
3. Show locations of any existing and proposed new structures, and their distances from the lot lines
4. Show locations of any existing and proposed accessory buildings (if any), and their distances from the main building and lot lines
5. Show locations of utility and other permanent easements
6. Show details of fences, shrubs, walls or other devices used for screening (if applicable)

A large, empty grid of small squares, intended for drawing a site plan sketch. The grid is approximately 30 units wide and 60 units high.

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