

**Village of Bartley
Building Official**

101 West Walnut / P.O. Box 99
Bartley, NE 69020
Phone : (308)692-3222
Fax : (308)692-3500

SIGN PERMIT APPLICATION

(Please see other side for submittal requirements)

Street Address of Sign Location: _____

Applicant Information

Company Name: _____ Contact: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Business/Organization (that is the subject of the sign)

Company Name: _____ Contact: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Sign Type

☐ Wall ☐ Monument ☐ Center Identification ☐ Incidental/Directional ☐ Temporary sign
☐ Master Signage Plan ☐ Other, please indicate _____

Date(s) of sign(s) display: _____

Illumination: ☐ None ☐ Internal ☐ External If yes, describe _____

Are any existing signs at this location to remain? ☐ Yes ☐ No

Total number and types of signs at this business location _____

Sign Size

Sign width _____ Sign height _____ Total square feet _____ Height from grade to top of sign _____ ft.

Setback from nearest property line _____ ft. Number of sides lot/bay abutting street _____

(For Wall Signs Only) - Business facade width _____ ft. Side of Building ☐ North ☐ South ☐ East ☐ West

Applicant's Signature

I believe that all of the information on this application and on drawings submitted in support of this application are accurate. I understand that any sign which is installed that is inconsistent or in conflict with this application, the supporting drawings, or the sign regulations contained in the Village Ordinance is a violation of the Village of Bartley municipal code. I further understand that the inadvertent approval of a sign application by the Village that is not in compliance with the sign regulations does not create any legal nonconforming status nor does it remove any obligation to bring the sign into compliance. I understand that no sign shall be installed until a sign permit has been approved by the Village of Bartley and the associated sign fee has been paid. Once a sign permit has been approved, all sign installation work must be completed in six months or the permit will expire. I further understand all financial responsibilities and liabilities of the proposed sign(s) are mine.

(Signature of Applicant)

(Date)

Office Use Only

Rec'd By	Date Rec'd	# of Temp Signs this Year	Zoning at Sign Site

Sign Permit Fee	Plan Fee	Total Fee

☐ Approved ☐ Disapproved By: _____ Date: _____

Reason(s) for disapproval _____

Attached to this application must be:

- A detailed drawing showing the layout, dimensions (including square feet), colors, and materials of the proposed sign(s) or a color printed photograph.
- A building elevation showing the location of the sign and the dimensions of the business facade/wall on which the sign is located (Wall Signs ONLY)
- A plot plan of the site showing the location of the sign(s) relative to the property lines (ground monument, center ID, master signage plan).
A Master Signage Plan or Common Signage Plan is required for any lot on which an owner proposes to erect more than one sign requiring a permit.
- **Incomplete applications or applications without adequate drawings or photographs will cause a delay in the processing of your application.**

For the sign permit to be issued:

- The Sign Permit will not be issued until the plans have been approved and all applicable fees have been received.
- A separate application form must be filled out for each sign, including one for the master sign plan (if required).

If you have any questions, please contact the
Village of Bartley Department of Building Safety.

RETURN TO: Building Official
101 West Walnut Street
Bartley, NE 69020

Phone: 308-692-3222

Fax: 308-692-3500

villageofbartley@swnebr.net