

City Of Marshalltown Sign Permit Application

Housing & Community Development Department ♦ 36 North Center Street ♦ Marshalltown, IA 50158
Ph: 641-752-3154 ♦ Fax: 641-754-5742

All items listed must be submitted with this application, incomplete applications cannot be reviewed.

- All signs must be erected or installed by a licensed sign erector approved by the City of Marshalltown.
- The sign permit fee is the highest of \$50.00 or \$1.00 per square foot of sign area **per sign**. Payment may either be submitted with application or billed by the City of Marshalltown.
- This permit does not authorize electrical work in conjunction with the approved sign (aside from changing lamps and fuses). Contact the Electrical Inspector, at 641-750-1652 for electrical permitting requirements.

We hereby make application for a permit to install and use a sign in the City of Marshalltown in accordance with the provisions of all applicable City Codes and Zoning Ordinance.

The sign(s) will be used in conjunction with:

Business Name & Contact Person: Summit Locations LLC - Wesley Rutledge		
Mailing Address: 311 East Street, Gordon OH 45304	Phone: 937 952 4366	Fax:
Email: wesley@summitlocations.com		

The sign(s) will be erected or installed by:

Contractor Name: Uplift Craneworks LLC		
Mailing Address: 1405 Dogleg Rd	Phone: 419 - 234 - 1661	Fax:
Email: mpeters@upliftcraneworks.com		
City of Marshalltown License Expiration Date:		

Location of the sign(s):

Property Address: 811 IOWA W Ave
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1. ON PREMISE SIGNS: If the sign is an on premise sign, answer the following questions and attach all the stated information:

- a. Indicate the number of signs to be erected with this permit and attached the stated information:

_____ **Wall Sign(s).** Attach a drawing showing the location of the sign on the lot, sign dimensions, the dimensions of the wall, and a copy of the sign face;

_____ **Freestanding Sign(s).** Attach a drawing showing sign height, sign dimensions, setbacks from property lines, total sign area, and a copy of the sign face;

_____ **Canopy and Awning Sign(s).** Attach a drawing showing the location of the sign on the lot, sign dimensions, dimensions of the wall, and a copy of the sign face;

_____ **Other (Describe)** _____

b. Will more than one freestanding sign be on the property? Yes No

c. List the dimensions of **all existing signs** that will remain on this zoning lot?

2. OFF PREMISE SIGNS: If the sign is an off premise sign, attach the following items:

- a. A plan showing the location of the sign on the lot, providing the following setback measurements from the front, side and rear lot lines;
- b. A detailed drawing showing the height of the sign, sign dimensions, lighting plan, and how many faces the sign will have;
- c. The IDOT permit application (if the sign will be located along a state or federal highway).

As required by the Sign Ordinance, and as a part of this application, we agree that we shall be liable for and will pay all damage suffered by any person injured or damaged while lawfully using the public street or sidewalk underneath or adjacent to such sign, whenever such injury or damage is caused by faulty construction, maintenance, repair or removal thereof or from such sign, or any part thereof, falling down, becoming loose, or otherwise unsafe or dangerous to the regular and lawful use of such street or sidewalk.



8/15/2023

Property Owner/Tenant Signature

Date



8-16-23

Contractor Signature (always required)

Date

For Office Use Only: The above-described sign(s) **must** meet all sign and zoning ordinance requirements and the contractor **must be** licensed with the City of Marshalltown **in order to be approved.**

Zoning District:	Lot Frontage:

Proposed Sign(s) Size: SF/OAH*	Fee Per Sign:	Type:	Maximum Allowed Size:
1.			
2.			
3.			

<input type="checkbox"/> Sign Permit Approved	<input type="checkbox"/> Sign Permit Denied	Total Fee:
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City Planner Signature:	Date:

*SF/OAH = Area in Square Feet and Overall Height of Sign

OUTDOOR ADVERTISING APPLICATION

Advertising Management
800 Lincoln Way
Ames, IA 50010

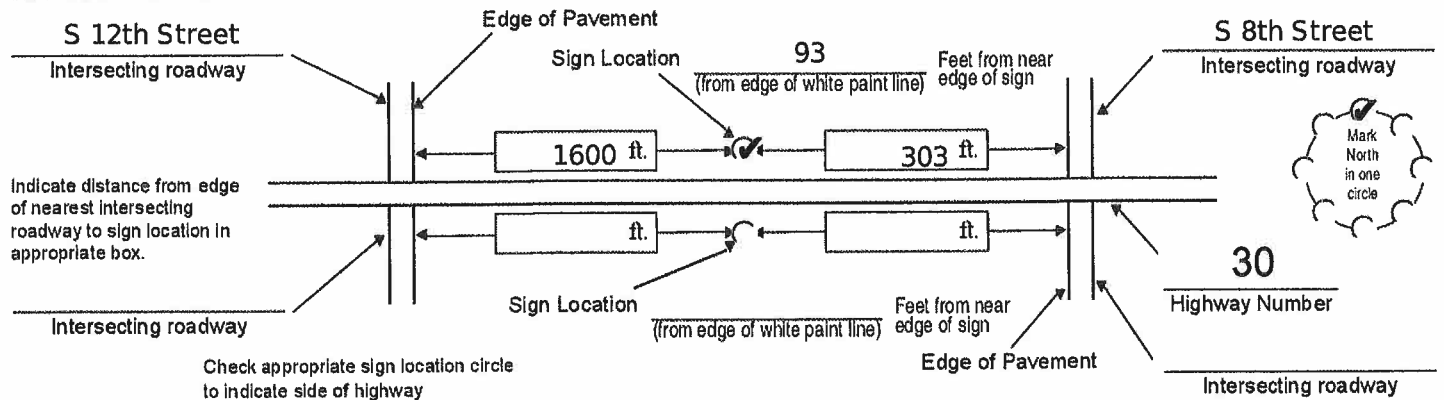
FOR DOT USE ONLY

Permit Number	
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SIGN LOCATION

County	City (only if within city limits)	Highway Number	Side of Highway (check one)
Marshall	Marshalltown	30	<input checked="" type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W
Sign Faces (check one)			
<input type="checkbox"/> N <input type="checkbox"/> S <input checked="" type="checkbox"/> E <input type="checkbox"/> W Between Mile Post _____ and _____ feet measured beyond mile post _____			
<input type="checkbox"/> Existing Sign <input checked="" type="checkbox"/> Proposed Sign (Location Description or Address) 811 IOWA W Ave			

SIGN LOCATION MAP



SIGN DESCRIPTION

Sign Size		
Width including border (feet) <u>24</u>	Height including border (feet) <u>12</u>	Area (square feet) <u>288</u>
Sign Type		
Requires one application <input type="checkbox"/> Single Face	Requires two applications <input type="checkbox"/> Back-to-Back <input checked="" type="checkbox"/> V-Type	
Substructure		
Number of supports _____ <input type="checkbox"/> Wood	<input checked="" type="checkbox"/> Steel <input type="checkbox"/> Other (specify) _____	
Face Type		
<input type="checkbox"/> Poster panel <input type="checkbox"/> Painted <input type="checkbox"/> LED	<input checked="" type="checkbox"/> Other (specify) <u>vinyl</u>	
Illuminated		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

ZONING INFORMATION (Failure to complete this section may result in denial of the application).
Signature of local zoning official does not necessarily grant local approval. See section #1 on Page 2.

Zoning Classification			
Signature of Local Zoning Official	Title	PhoneNumber	Date
If un-zoned, identify qualifying commercial or industrial activity			

OWNER OF SIGN


First Name	Last Name	e-Mail Address	Phone Number
Summit Locations LLC		wesley@summitlocations.co	937 952 4366
Street Address		City	State ZIP + 4 Code
311 East Street,		Gordon	OH 45304

OWNER OF LAND (ATTACH COPY OF LEASE AGREEMENT)

First Name	Last Name	Phone Number	
Jeff	Simms	641 750 1257	
Street Address	City	State	ZIP + 4 Code
811 Iowa W Ave	Marshalltown	IA	50158

Applicant's Certification

I certify that the foregoing and attached information is current, true and correct, and that the same is being furnished to the Iowa Department of Transportation for the purpose of complying with Chapter 306C, Code of Iowa, 1996, and Chapter 117 of the Iowa Administrative Rules. I also understand that I must comply with all local ordinances and regulations.

Applicant's Signature	Title	Date
	Permit Coordinator	8 - 16 - 23
Amount of Remittance Enclosed (\$100 per face) (non-refundable)	Permit expires June 30 each year	

Please return all copies to the DOT for processing.

All permit applications are subject to the following conditions:

- Approval by the DOT of a permit application does not, by itself, authorize the erection of a sign. Approval by the DOT of a permit application merely means that the applicant has complied with all applicable DOT regulations. It is the responsibility of the applicant to also comply with all applicable local laws, regulations, and ordinances, and to obtain from local government agencies any necessary permits or approvals. Failure to obtain such prior approval or failure to remain in compliance with all local laws, regulations, or ordinances, may result in the advertising device being removed by the state without compensation and at the cost of the applicant.
- All access to the property must be gained from private property or access points designated by the DOT per Iowa Administrative Code 761 IAC 112 and all work and maintenance of the proposed sign must be performed from private property and not from the highway right of way.
- The sign or copy shall not interfere with, imitate, or resemble any official sign, signal, or device.
- Any cutting of trees or vegetation on the state right of way to enhance the visibility of the sign will result in the cancellation of the permit and subject the sign owner to legal action for the collection of damages.
- Modification or reconstruction of a sign without the approval of an amended application is cause for cancellation.
- The annual renewal fee for this permit must be paid on or before June 30th of each year. Failure to submit timely payment will result in cancellation of the permit and subject the sign to removal, if the sign no longer conforms to all regulations.

FOR DOT USE ONLY

Date Received	Amount (\$)	By	Check
Permit Action			
Comments			
Refund Amount (\$)	Method of Refund	Signature	Date


Construction Project Number	Zoning	Ex. Terr. Zoning	
Mile Post	Station	Spacing	Daylight
Checked By	Date of Review	R.O.W.	Scenic Byway
Corp. Line Protection			
Check Denied File	Date Turned In	Distance from ϕ to edge of paint line	
Comments			

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