

BILLBOARD SIGN PERMIT APPLICATION

Flathead County Planning & Zoning Office 1035 1st Avenue West Kalispell, MT 59901
Phone: (406) 751-8200 Fax: (406) 751-8210

FEE SCHEDULE:

FEE ATTACHED \$ _____

Billboard Permits:

Maintenance/Remodeling \$55
Relocation \$270

SIGN OWNER*

Name: _____
Mail Address: _____
City/State: _____
Phone: _____

**Note: If sign owner is not landowner, attach a letter or copy of lease authorizing the work.
Note: If you are filing an application for a billboard sign with the State, a copy of the State application and photo of finished work can be substituted for this application.

LOCATION:

Legal Description _____ S ___ T ___ R ___ Assessor's # _____
Property Address _____ Nearest Milepost _____
Side of Highway _____ Distance & Direction to nearest off premise sign _____
N. S. E. W. (in feet)
Setback from R/W to nearest point on sign _____
State I.D. # _____ Existing Zoning _____

DESCRIPTION OF EXISTING STRUCTURE

Height of Structure _____ Width of Sign Face _____ Length of Sign Face _____
Note: If double faced sign include width and length of both sides.
Type of Sign _____ Lighted _____
(single-faced, double faced, v-type or back to back)
Y/N

DESCRIPTION OF PROPOSED WORK (new, maintenance repair, replacement, materials)

Height of Structure _____ Width of Sign Face _____ Length of Sign Face _____
Note: If double faced sign include width and length of both sides.
Type of Sign _____ Lighted _____
(single-faced, double faced, v-type or back to back)

Permit #: _____ Approved by: _____ Date: _____

I hereby affirm that to the best of my knowledge and belief, the statements contained in the application, together with the plan and other data submitted, are a true and complete statement of all proposed work to be done on the subject property, signifies approval for FCPZ staff to be present on the property for routine monitoring and inspection during the approval and development process.

Sign Owner Signature _____ Date _____

Project Drawing

The purpose of the project drawing is to show specific details as to the size and type of the work proposed (elevations, cross-sections, materials, etc.). These drawings shall include the following:

1. All dimensions of the proposed projects; (including structure height, sign face dimensions, sign type, etc.)
2. Materials to be used for the project:

Site Plan

The purpose of a site plan is to show the location of the project in relation to any existing structures/buildings on the lot, to the Applicant's property lines. The site plan shall clearly show the following:

1. Dimensions of the property on which the proposed project is located;
2. Location of the project on the property. All distances from property lines should be indicated;
3. Other structures/buildings on the property. Dimensions of structures/buildings should be given.

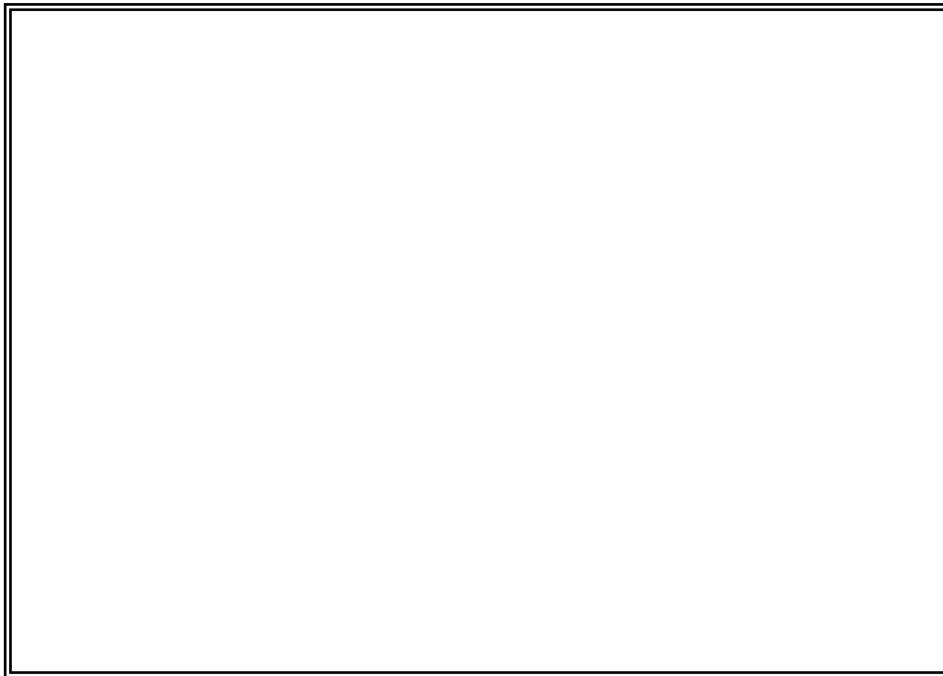
Sign Owner Certificate of Completion

I hereby certify the sign permitted by No. _____, on _____, has been erected in conformance with the provisions set forth in the permit, and was completed on _____.

Dated _____ Signature _____
Sign Owner

Dated _____ Signature _____
Land Owner

Note: This Certificate must be returned to the Flathead Planning & Zoning Office, on or before _____.



Attach photograph of completed sign.

Note: The state permit must be visible in the photograph.

FCPZ Planner