



# ZONING SIGN PERMIT APPLICATION

**MILLS COUNTY, IOWA**  
**BUILDING & ZONING**  
**DEPARTMENT**  
 403 RAILROAD AVENUE  
 GLENWOOD, IA 51534  
 Phone: 712-527-4347  
 Fax: 712-527-4439

	<b>Permit Amount</b> <b>\$100</b>	<b>Township</b>	<b>Permit Number</b>
<b>JOB SITE ADDRESS:</b>		<b>PARCEL NUMBER:</b>	
<b>LEGAL DESCRIPTION:</b> <input type="checkbox"/> Attachment			
<b>ZONING DISTRICT:</b> <input type="checkbox"/> <b>AG</b> ( <i>Agricultural</i> ) <input type="checkbox"/> <b>AR</b> ( <i>Agricultural-Residential</i> ) <input type="checkbox"/> <b>LH</b> ( <i>Loess Hills Conservation Develop.</i> ) <input type="checkbox"/> <b>V</b> ( <i>Village</i> ) <input type="checkbox"/> <b>C-1</b> ( <i>Convenience Commercial</i> ) <input type="checkbox"/> <b>C-2</b> ( <i>Highway Oriented Commercial</i> ) <input type="checkbox"/> <b>I</b> ( <i>Industrial</i> ) <input type="checkbox"/> <b>OS</b> ( <i>Open Space</i> )			
<b>PROPERTY OWNER:</b>			<b>PHONE NUMBER:</b>
<b>PROPERTY OWNERS ADDRESS:</b> <input type="checkbox"/> Same as Job Site			<b>STATE:</b> <b>ZIP CODE:</b>
<b>GENERAL CONTRACTOR NAME:</b>		<b>STATE LICENSE #:</b>	<b>PHONE NUMBER:</b>
<b>GENERAL CONTRACTOR MAILING ADDRESS:</b>			<b>STATE:</b> <b>ZIP CODE:</b>
<b>ELECTRICAL CONTACTORS NAME:</b>		<b>STATE LICENSE #:</b>	<b>PHONE NUMBER:</b>
<b>ELECTRICAL CONTACTORS MAILING ADDRESS:</b>			<b>STATE:</b> <b>ZIP CODE:</b>

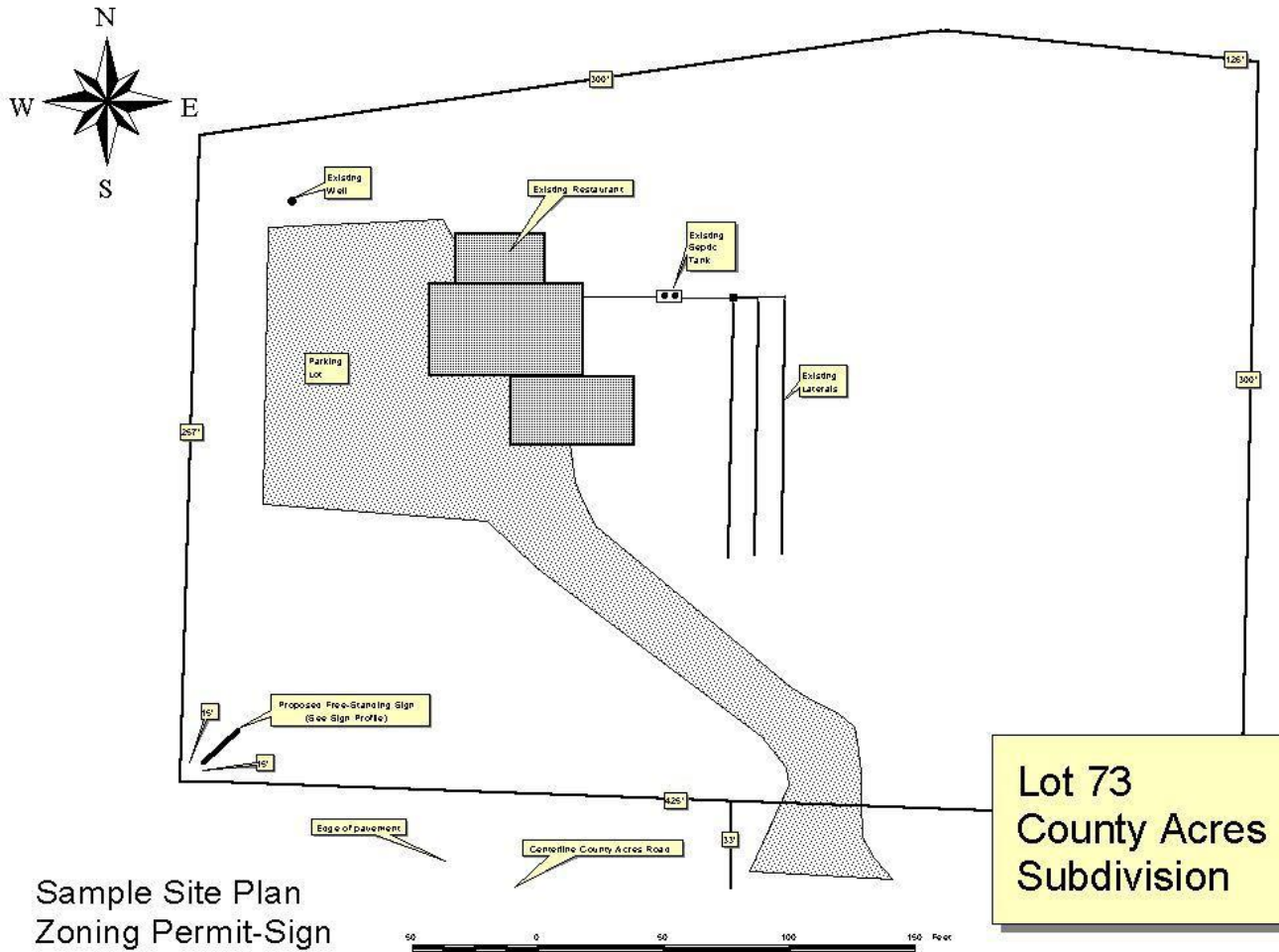
**SIGN TYPE:**   
 Free-Standing   
 Portable   
 Projecting   
 Roof   
 Temporary   
 Wall   
 Other \_\_\_\_\_  
 Outdoor Advertising or Billboard  
 Illuminated   
 Non-Illuminated

<b>NUMBER OF SIGN FACES:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2		
<b>SIGN SIZE / LOCATION:</b>		
<b>SIGN FACE HEIGHT:</b>	<b>SIGN FACE WIDTH:</b>	<b>SIGN TOTAL SQUARE FOOTAGE PER FACE:</b>
<b>HEIGHT OF SIGN STRUCTURE:</b>	<b>DISTANCE BETWEEN GRADE AND BOTTOM OF SIGN FACE:</b>	<b>DISTANCE FROM PROPERTY LINE:</b>

**DESCRIBE ACTIVITY THAT THE SIGN WILL ADVERTISE:**

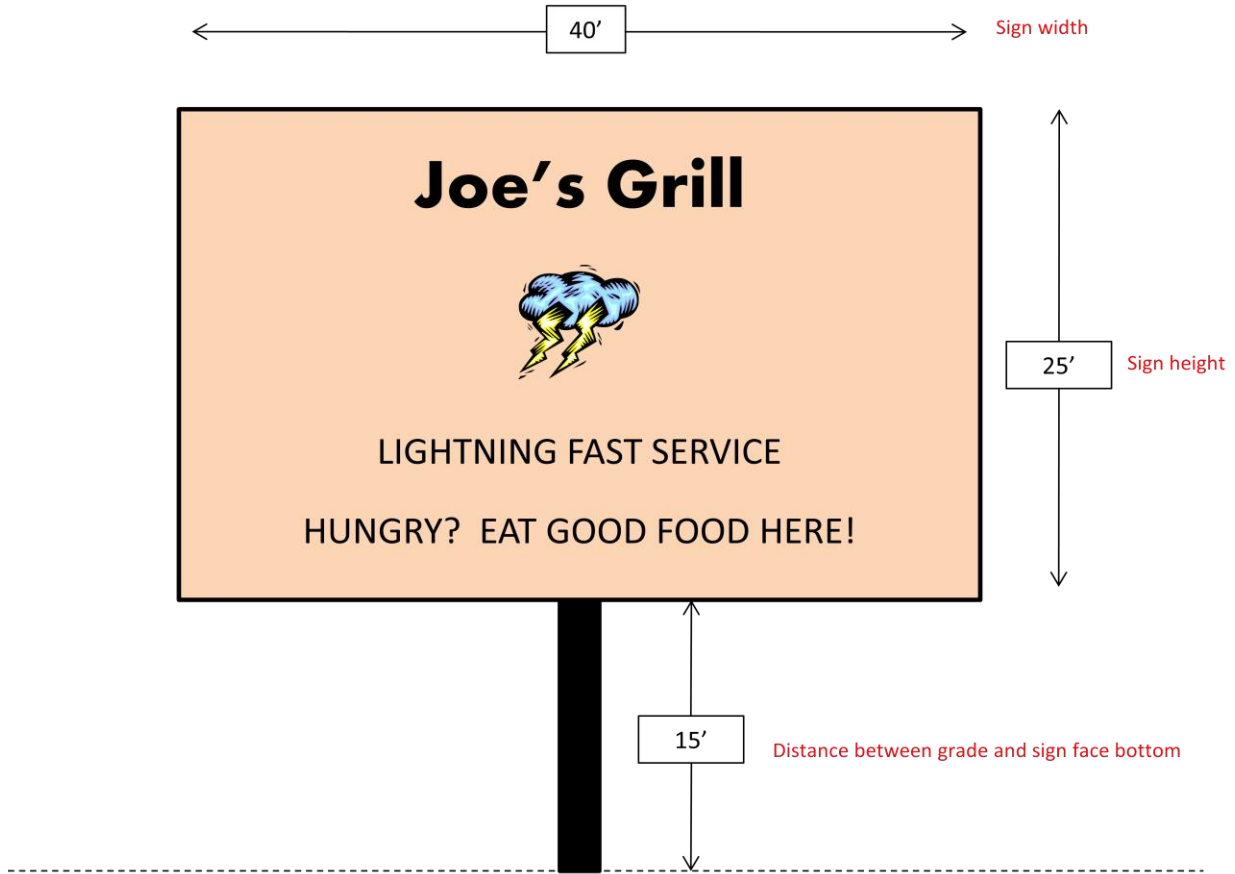
I certify that as the property owner of the above-described property that the information contained in this application and the accompanying documentation is true and correct to the best of my knowledge and that all work will be completed in accordance with the Mills County Zoning Ordinance.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Sample Site Plan  
Zoning Permit-Sign

# SAMPLE SIGN PROFILE



## HOW CAN I MAKE SURE MY APPLICATIONS ARE PROCESSED AS QUICKLY AS POSSIBLE?

There are several factors that can substantially delay the issuance of permits. Items that cause delays include: incomplete applications, property not being transferred into the person(s) name listed as property owner on the application, drawing not done to scale or inaccurate drawings, lack of percolation test results, inaccurate percolation test map, unlicensed contractors, proposed improvements not being physically staked out at the construction site, incorrect filing fees, changing contractors after the applications are filed, changing the site plan after the applications are filed and/or not having all required signatures on the applications included. Please carefully review all of the required submittals and it will help us to expedite your application as quickly as possible.

### **WHEN CAN I EXPECT TO RECEIVE MY PERMIT?**

Once the application has been *properly* filed with the Building & Zoning Department, 403 Railroad Avenue, Glenwood, Iowa, it will be reviewed by the Zoning Officer. If everything is found to be in order and to comply with regulations of the appropriate ordinance, a site evaluation will be done by the Zoning Officer and a permit will be issued within approximately seven (7) working days.

### **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!**

**CONSTRUCTION MAY NOT BEGIN UNTIL ALL PERMITS ARE RECEIVED & PLACARDS ARE POSTED.** FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE PAYMENT OF AN INVESTIGATION FEE, WHICH IS DOUBLE ANY PERMIT FEES PAID. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING CONSTRUCTION.

NOTE: *The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Mills County Zoning Ordinance. Data contained in this document is subject to change without further notice to recipients of this document.*

### **RETURN COMPLETED FORM TO:**

**MILLS COUNTY  
BUILDING & ZONING DEPARTMENT  
403 RAILROAD AVENUE  
GLENWOOD, IA 51534**

**IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE CALL (712) 527-4347**