



PLANNING AND ZONING Cerro Gordo County Courthouse

220 N Washington Ave Mason City, IA 50401-3254
John Robbins, Planning and Zoning Administrator
Michelle Rush, Executive Assistant

Ph: (641) 421-3075
plz@cgcounty.org
cgcounty.org/planning

SIGN PERMIT APPLICATION

Applicant Name: _____ Phone: _____

E-Mail: _____

Mailing Address: _____

Correspondence Preference

Property Owner Name: _____ Phone: _____

E-Mail Regular Mail

Property Owner Address: _____

Contractor Name: _____ Phone: _____

Please select how you would like to receive correspondence regarding this application. If not selected, correspondence will be sent via e-mail if possible.

Contractor Address: _____

Address where sign planned: _____

Sign Description: _____

Legal Description: Quarter _____ Section _____ Township _____ Range _____

PIN #: _____ Lot(s) _____ Block _____ Subdivision _____

Dimensions of Proposed Sign

Width _____ Length _____ Faces _____ Total Height including Support Structure _____

Distance to Proposed Sign from Closest Lot Line:

Front (street) _____ Rear _____ Side _____ Side _____

Distance to All Existing Signs on Property (as applicable)

Sign 1 _____ Sign 2 _____ Sign 3 _____ Sign 4 _____ Sign 5 _____

Miscellaneous Details (as applicable)

Will the sign be illuminated? Yes No If yes, describe type of illumination _____

Sign type: Freestanding Building Mounted Other _____ Is the proposed sign temporary? Yes No

If building mounted sign, dimension of building face: Height: _____ Width _____

How many existing signs are on the property? _____ Distance in feet from the closest intersection? _____

Projected Costs: \$ _____ Zoning _____ Permit fee: _____

I, the applicant, being duly sworn, depose and say that I am the owner, or that I am authorized and empowered to make affidavit for the owner, who makes the accompanying application; that the application and plan are true and contain a correct description of the proposed sign. The Planning & Zoning staff is also given permission to enter the above property in reviewing this Application.

Signature _____

Date _____

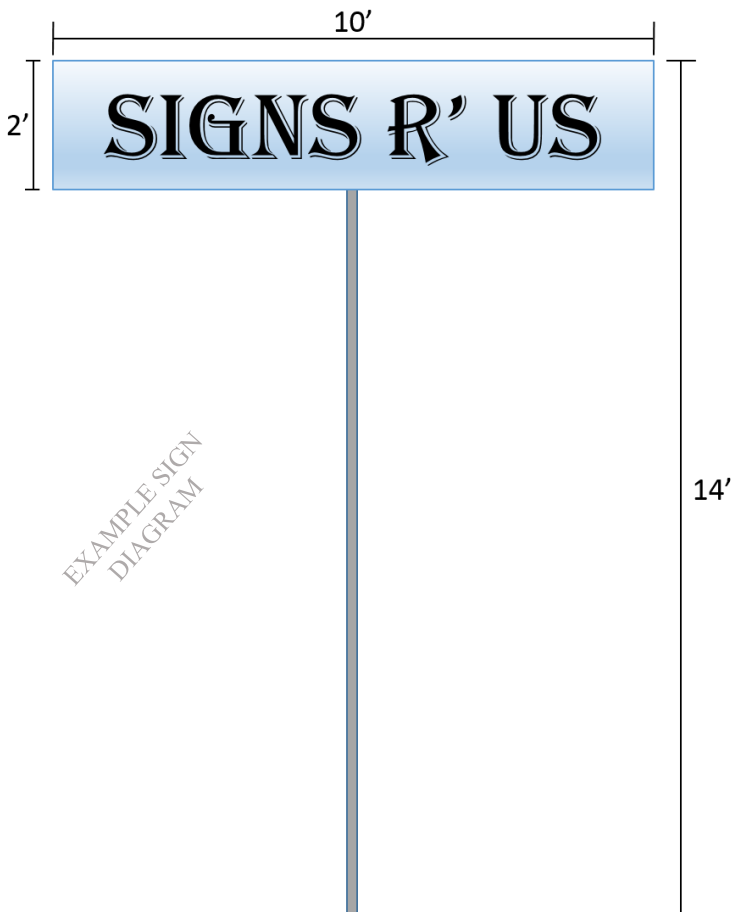
NOTE: Unless not required by Article 19.6 of the Zoning Ordinance, it shall be unlawful to erect, construct, reconstruct, move, enlarge, alter, or illuminate any sign until a Sign Permit has been issued by the Cerro Gordo County Zoning Administrator. Failure to do so shall result in a \$200.00 fee in addition to the permit fee.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION REQUIRED TO COMPLETE APPLICATION

APPLICATION CHECKLIST

Use the checklist below to make sure you have all of the required items included with your application.

- Completed application
- Sign diagram showing:
 - Design
 - Dimensions of sign
 - Height including any support structure
 - Dimensions of building face (if applicable)
- Property map showing:
 - Location of proposed sign
 - Location of all existing signs
 - Distances from proposed sign to all existing signs
 - Distance to closest property line (right-of-way along public streets)
- Approval of the Iowa DOT (if proposed sign located nearby Interstate 35, US Highway 18, US Highway 65, or Iowa Highway 122) (Please visit <http://www.iowadot.gov/iowaroadsigns> for more information.)



FEE TABLE

The permit fee is based on the total area of the proposed sign. If approved, the permit fee is required before a permit is issued and the sign may be placed.

Projected Cost	Permit Fee
0 – 50 sq. ft.	\$25
51 – 200 sq. ft.	\$50
Over 200 sq. ft.	\$100

REQUIREMENTS

You may refer to the following online resources for requirements for what you are planning to do.

Department website: <http://www.cgcounty.org/planning>

Zoning Ordinance: <http://www.cgcounty.org/home/showdocument?id=466>

QUESTIONS?

If you have any questions, please feel free to contact us.

Cerro Gordo County Courthouse
220 N Washington Avenue
Mason City, IA, 50401

Phone: (641) 421-3075
E-Mail: plz@cgcounty.org

8:00 a.m. to 4:30 p.m.
Monday thru Friday
Closed Weekends

