



City of New Albany, Indiana
City Plan Commission
Sign Permit Application

142 East Main Street, Suite 200
New Albany, IN 47150
812-948-5327

www.cityofnewalbany.com

Date Stamp

Approved: _____

Docket (if applicable): _____

Sign Permit Application

Required:

- _____ Attach one (1) copy of the sign plan, including the location on the site and all the dimensions of the sign
_____ Fee (cash or check made payable to the City of New Albany) \$50 per sign/side

Project Information:

Address: _____ Name of Business: _____

Contact Information:

Applicant/ Contractor: ☐ Check if primary contact

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email: _____

Owner/Lessee: ☐ Check if primary contact

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email: _____

Applicant/Owner Signature: _____ **Date:** _____

Sign #1: ☐ New Sign ☐ Existing Sign or Reface
Type: ☐ Attached/Wall ☐ Pole Sign (Clearance height: _____) ☐ Ground Mounted/Monument
Illuminated: ☐ yes ☐ no **LED:** ☐ yes ☐ no

Sign #2: ☐ New Sign ☐ Existing Sign or Reface
Type: ☐ Attached/Wall ☐ Pole Sign (Clearance height: _____) ☐ Ground Mounted/Monument
Illuminated: ☐ yes ☐ no **LED:** ☐ yes ☐ no
Number of faces: _____ **Height:** _____ **Width:** _____ **Square Feet:** _____

Sign #3: ☐ New Sign ☐ Existing Sign or Reface
Type: ☐ Attached/Wall ☐ Pole Sign (Clearance height: _____) ☐ Ground Mounted/Monument
Illuminated: ☐ yes ☐ no **LED:** ☐ yes ☐ no
Number of faces: _____ **Height:** _____ **Width:** _____ **Square Feet:** _____

ADDITIONAL INFORMATION:

*Attach additional sheets, if necessary

*Signs in rights-of-way require Board of Works approval; signs in Historic District require a Certificate of Appropriateness

