



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
PHONE 208-234-6184 FAX 208-234-6586

**APPLICATION FOR AN OFF-PREMISE SIGN PERMIT**

Submittal Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

End of 21 Day Waiting Period: \_\_\_\_\_

Filing Fee **\$75.00** + \_\_\_\_\_ addresses x \$3.00 = \$ \_\_\_\_\_ = **Total Due \$** \_\_\_\_\_

**Sign Contractor Information:**

**Business/Site Information:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Zoning: \_\_\_\_\_ Historic District: Yes  No

Type of Sign(s): \_\_\_\_\_

Illumination Source: \_\_\_\_\_

Dimension of Face(s): \_\_\_\_\_

Power Source: Existing  New  If new, Electrical Contractor's name: \_\_\_\_\_  
(Must be a City of Pocatello licensed electrician)

Height to top of sign: \_\_\_\_\_

Clearance below sign face: \_\_\_\_\_

Setback from property line(s): \_\_\_\_\_

Unipole Construction? Yes  No

Will this sign have cutouts that project beyond the dimensions shown above? Yes  No  If yes, explain: \_\_\_\_\_

Is the proposed sign located within 1,000 feet of another such sign on the same side of the roadway or street? Yes  No

Is the proposed sign located within 150 feet of another such on the opposite side of the roadway or street? Yes  No

Is the proposed sign located within 250 feet (in any direction) of residentially zoned property, designated historic district, park, school, church or cemetery? Yes  No

Does the proposed sign meet sight triangle regulations as defined in the Sign Code? Yes  No

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

- A. A site plan which includes: the site with street locations, lot frontage dimensions, building location(s), landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.
- B. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.
- C. Drawing showing footing details.
- D. Typed, gummed mailing labels of all property owners and tenants within a 500-foot radius of the boundaries of the property line of the project site, to whom notice of the application will be sent by the City. Following the date of this mailing, a 21-day waiting period shall be required prior to sign construction or erection, during which time any

aggrieved person, so notified, may make a written protest to the Planning & Development Services Department for a hearing before the Planning and Zoning Commission.

Hearings before the Planning and Zoning Commission (P&Z) will take place at their next regularly scheduled meeting, for which sufficient time is available to meet statutory notification requirements (i.e., at least 21 days prior to the scheduled meeting date).

A decision of the P&Z may be appealed to the City Council within 15 days of the date of the P&Z decision. No construction/erection of signs shall be allowed pending the outcome of either hearing. The decision of the City Council is final.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage, which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. **The approval of this sign does not permit the violation of any section of this or other City ordinances.** I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after expiration of all waiting and/or appeal periods specified by the Municipal Sign Code. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

\_\_\_\_\_  
Signature of Sign Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sign Contractor

\_\_\_\_\_  
Date

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY'S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

**Staff Use Only Below This Line**

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**PERMIT INSPECTION – P & DS**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Status/Action: \_\_\_\_\_

**SIGN & ELECTRICAL INSPECTION – BUILDING**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Status/Action: \_\_\_\_\_



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### AFFIDAVIT OF MAILING LIST - OFF-PREMISE SIGN

1. The undersigned is the applicant or authorized representative of the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners and tenants of record with mailing addresses, which are located within 500 feet of the boundaries of the property line of project site and \$3.00 fee per address. The list shall be based on the most current equalized assessment rolls at the Bannock County Assessor's Office.\* This list and fee will be used to send the notices of public hearing required to process the application.
3. This is to certify that the persons named, together with their mailing addresses as shown on the project mailing list attached herewith, are all the owners and occupants of property situated within 500 feet of the project property, as their said names and mailing addresses are set forth on the latest equalized assessment rolls at the Bannock County Assessor's Office.
4. The foregoing is true under penalty of perjury.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**\* To ensure proper noticing, Bannock County Assessor records, rather than information from the online parcel map, must be used.**

## ELECTRONIC MESSAGE DISPLAY AGREEMENT

The following Pocatello Municipal Code governs the use of Electronic Message Displays (EMDs) within the City of Pocatello. Prior to issuance of a permit for an EMD, the sign contractor and sign owner must read and sign on the space below indicating agreement to comply with these requirements:

### Pocatello Municipal Code 15.20.250

- A. Such displays shall contain static messages only, and shall not have movement, of any part of the sign structure, design, or pictorial segment of the sign, including the movement or appearance of movement of any illumination or the flashing, scintillating or varying of the light intensity. No chasing, blinking, rotating or flashing shall be employed in displaying a message or image, or during the change from one message or image to another. No streaming video shall be displayed.
- B. Text messages that are longer than the display area and do not contain any non-text graphics shall scroll in a consistent and predictable manner.
- C. An automated change of message or image must be accomplished within two (2) seconds or less and contain a default design that will freeze the sign face in one position should malfunction occur.
- D. Each message or frame must be displayed for a minimum of eight (8) seconds.
- E. One EMD per business, unless located within a business center, then one EMD per business center.
- F. EMD's may not be installed on a non-conforming sign.
- G. Curfew: All electronic message displays located in a Residential, or Residential Commercial Professional zone shall not be illuminated between nine thirty o'clock (9:30) P.M. and six thirty o'clock (6:30) A.M.
- H. All applications to permit an electronic message display shall be accompanied by a signed owner's agreement, from the future owner and operator of the subject sign, acknowledging and agreeing to comply with all standards herein noted.

### I. ELECTRONIC MESSAGE DISPLAYS Criteria:

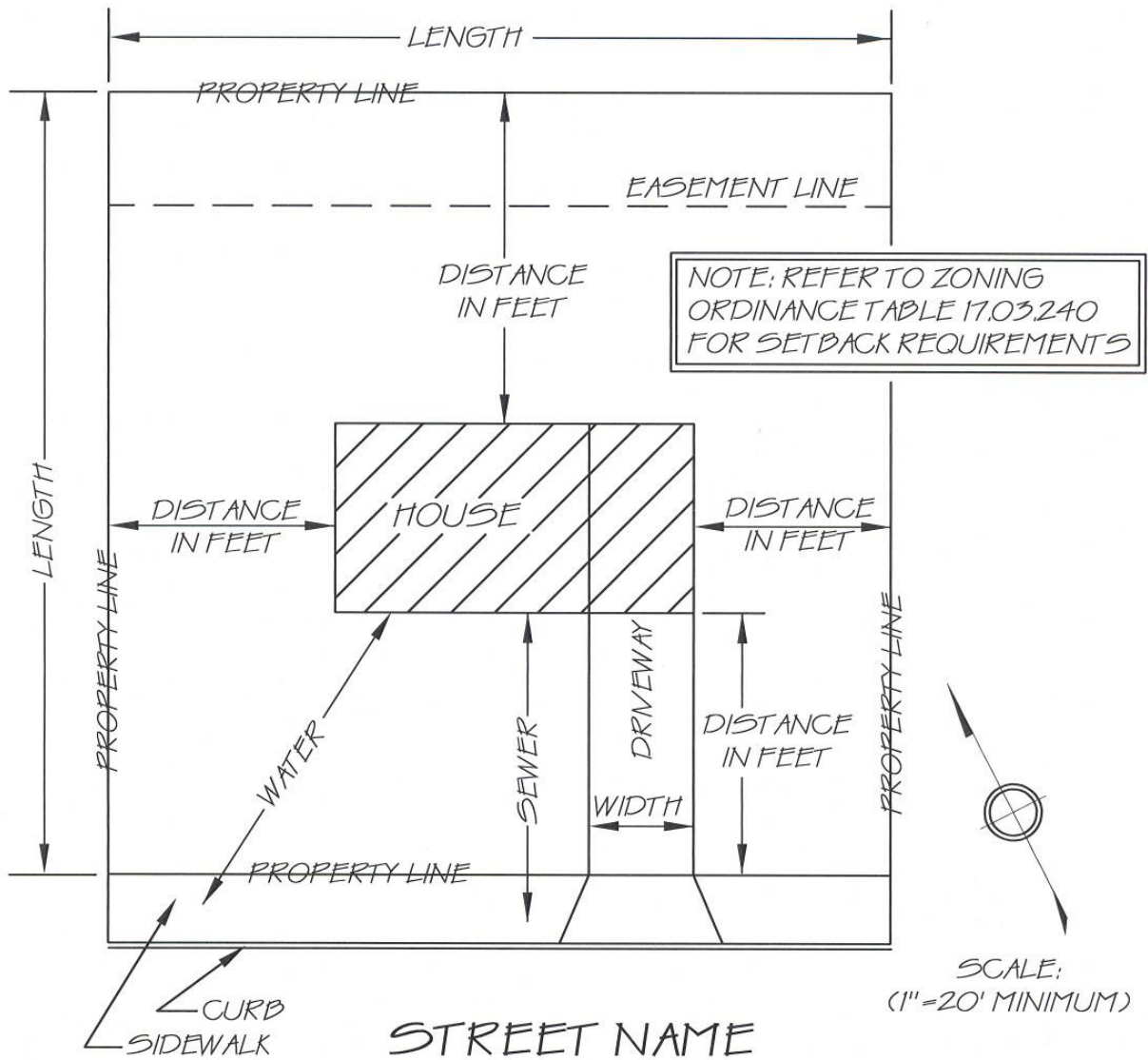
- 1. Electronic message displays shall not exceed 0.3 foot-candles over ambient lighting conditions when measured at the appropriate distance. The illuminance of an Electronic Message Display shall be measured with an illuminance meter set to measure foot-candles accurate to at least two decimals. Illuminance shall be measured when the EMD is off and again with the EMD displaying a white image for a full color-capable EMD, or a solid message for a single-color EMD.
- 2. Measurement Distance: All measurements shall be taken as close as practical to a perpendicular plane of the sign at the distance required. The measurement distance may be calculated with the following formula: Measurement Distance =  $\sqrt{(\text{Area of sign square feet} \times 100)}$
- 3. Dimming Capabilities: All new electronic message displays shall be installed with an automated dimmer control or similar device which automatically determines the ambient illumination and programmable to automatically dim according to the ambient light conditions, or that can be adjusted to comply with the 0.3 foot-candles above ambient light requirement.

I have read, understand and agree to comply with all of the above regulations. I understand that failure to comply may result in a citation.

Sign Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#; BLOCK#; SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS



## GUIDELINES TO PRESENT YOUR INFORMATION TO THE HEARING EXAMINER

### A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues such as subdivisions, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of your site drawings/plans. Where architectural compatibility is an issue, the color and construction samples may be required (e.g., for planned unit developments). Large plans (18" X 24" at least) for display, as well as smaller (8 ½" X 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" X 24" at least) for display, as well as smaller 8 ½" X 11") for each Commission member would be helpful.
3. Overhead projections of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio/visual equipment is available to assist you in your presentation to the Commission. Contact the Planning and Zoning Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

**Please note that for presentations in a public hearing, all material displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the Planning and Zoning Commission are requested to notify the City of that fact in advance of the meeting.**

Regular meetings of the P & Z Commission are open to the public and are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone.
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.