



City of Donnelly

169 Halferty Street
P.O. Box 725
Donnelly, ID 83615

Telephone (208) 325-8859 Fax (208) 325-4091

NOTE: Signs Can Not Be Placed At The Land Use Until The Sign Permit Has Been Reviewed, Approved and the Sign Permit Issued.

Master Sign Permit Application: _____ Fee: \$157.13

Date Pd _____ Chk # _____

(Which includes but not limited to free standing signs –

Total square footage must not exceed 48 sq. ft. or 24 sq. ft. on a 2 sided sign)

Sign Permit Application: _____ Fee: \$ 52.38

Date Pd _____ Chk # _____

(Which includes but not limited to wall, portable, projecting and window signs -

Total square footage can not exceed 2 linear feet per length of building frontage)

Temporary Sign Permit Application: _____ Fee: \$ 52.38

Date Pd _____ Chk # _____

(Which includes but not limited to banners, and pennants -

Intention is to be in place >72 hrs and < 6 weeks with total sq. footage of > 20 sq. ft. per face

To Be Completed by Staff

Permit Number: _____

Owner/Proprietor: _____ Business Entity: _____

Fee Amount Paid: _____ Date Paid: _____ Sign Plan Submitted: _____

Application Accepted By: _____ Date Received: _____

Application Approved By: _____ Date Approved: _____

To Be Completed by Applicant

Name of Applicant: _____ Size of Property: _____

Mailing Address: _____ Phone #: _____

Physical Address of Sign Placement: _____

Subdivision: _____ Lot: _____ Block: _____

(If known: Tax Parcel No.: _____ Section: _____ Township: _____ Range: _____)

Business Name / Business Type: _____

Purpose of Sign: _____



**All Sign Plans Must Be Included With the Application
And Contain The Following Information:**

- 1: Materials to be used in manufacturing and constructing the sign:
Attached to application _____ or stated below: _____

- 2: Sign size and proportions of message field or lettering area:
(Free Standing Signs must have location noted on the site plan to scale)

- 3: Lettering size and graphic style:

- 4: Design features other than lettering, such as symbols, logos, etc.:

- 5: Color scheme:

6. Lighting, No: _____ Yes: _____ (see ordinance for requirements)

7. Location of each sign on the building(s) and/or property. Include building dimensions:
I have included proof of building dimensions in application. Yes: _____ No: _____

Sign plans shall be drawn neatly to scale to present a clear and accurate picture of the proposal. The sign plan will be reviewed for compliance with standards and artistic merit.

Please Review Donnelly Zoning Ordinance Article IX for Specific Sign Regulations