



CITY OF GREENSBURG SIGN PERMIT PROCEDURES

IN ORDER TO HAVE YOUR SIGN PERMIT APPLICATION REVIEWED AND APPROVED IT MUST CONTAIN THE FOLLOWING INFORMATION: (applications without the information listed below will be returned)

1. **The entire application must be completed in full.**
2. The application must be signed by both the owner and the contractor.
3. Every application for preliminary plan approval, must be accompanied by a plan or plans **drawn to scale** and should include:
 - o The dimensions of the sign and where applicable, the dimensions of the wall surface of the building to which it is be attached.
 - o The dimension of the sign's supporting members.
 - o The maximum and minimum height of the sign.
 - o The proposed location of the sign in relation to the face of the building, in front of which or above which it is to be erected **on a scaled drawing**.
 - o The proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated.
 - o Where the sign is to be attached to an existing building, **a current photograph of the face of the building** to which the sign is to be attached.

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If your property is locate in either the Downtown District or the designated Gateway District your sign permit application must be approved by the Greensburg Historic & Archifectural Review Board (HARB)

NOTICE: No person shall erect, alter, repair, or relocate any sign without first obtaining a sign permit for such work from the Department of Planning and Zoning.
Violators may be subject to additional fees plus civil judgments up to \$500.00.

**Permits will be mailed to the applicant listed on the application.
Questions should be directed to Vicky at 838-4335.**