MINIMUM FEE 20.00

FOR STAFF USE ONLY
Date Submitted: _____
FEE: _____
Approved: ☐ *Yes* ☐ *No*
Approved by: _____
Decision Date:

Sign Permit
Application & Checklist

Select one:
☐ Permanent Sign
☐ Temporary Sign

Sign Location (Address): _____

Business / Organization Name: _____

Street Frontage: (linear feet of property line adjacent to the street) _____

APPLICANT INFORMATION:

Name: _____ Day Phone: (___)_____

Business Name: _____ Fax #: (___)_____

Address: _____ E-mail: _____

_____

PERMANENT SIGN INFORMATION:

Sign Type	Dimension	Installed Height	Total Area (sq. ft.)	Valuation (include sign cost/labor)
☐ Awning		ft.	sq. ft.	$
☐ Canopy		ft.	sq. ft.	$
☐ Freestanding		ft.	sq. ft.	$
☐ Marquee		ft.	sq. ft.	$
☐ Projecting		ft.	sq. ft.	$
☐ Suspended		ft.	sq. ft.	$
☐ Wall		ft.	sq. ft.	$

TEMPORARY SIGN INFORMATION:

☐ Special Event Banner	Total Area: _____sq. ft.	Dates of Display: From: _____ to _____

Permanent Sign Application Attachments:

- ☐ Scaled drawing of the sign including sign height and area.
- ☐ List of materials used to construct the sign.
- ☐ Scaled site plan showing the location of the sign on the property or building including street right-of-way and property lines. For wall signs, provide dimensions of wall.
- ☐ For freestanding signs, provide a landscape plan.

Temporary Sign Application Attachments:

☐ A scaled drawing of the sign including sign height and area. Must include text, graphics, and images to be displayed on the sign.

Applicant / Representative: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

✓_____ DATE_____

Rev. 10/25/04

ORDINANCE NO. 02-08
02-08
11-03

AN ORDINANCE REPEALING ORDINANCE NO. 97-3 AND REGULATING THE ERECTION AND PLACEMENT OF SIGNS WITHIN THE CITY LIMITS OF THE CITY OF GRAVETTE, ARKANSAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAVETTE, ARKANSAS:

Section 1. Intent and purpose: The City Council of Gravette recognizes the valid use of signs for advertising and identifying locations within the community. The City Council also recognizes that unrestricted use of signs can create visual pollution, traffic hazards, and general disarray of the community, and for these reasons it is necessary to limit the use of signs within the city limits. The intent and purpose of this ordinance is to provide for the use of signs in a way that will accommodate specific uses while at the same time protect the public interest and the community at large. This ordinance shall not be considered to be an amendment to the Zoning Ordinance of the City of Gravette, but will make reference to same. This ordinance will also be used in conjunction with the Standard Building Code.

Section 2. Definitions:

A. Sign: Any device designed to inform or attract attention provided, however, that the following shall not be included in the application of this definition herein:

1. Sign not exceeding one square foot in area and bearing only the following information:
   a. Property numbers
   b. Post box numbers
   c. Name of occupants or premises
   d. Other identification of premises not having commercial promotion.

2. Flags and insignias of the United States of America, the State of Arkansas or any of her political subdivisions, except when displayed in connection with commercial promotion.

3. Legal notices, identification, informational or directional signs erected or required by the United States of America, the State of Arkansas or any of her political subdivisions.

4. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights.

5. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.

B. Sign, On-site: A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services or activities on the premises. On-site signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.

C. Sign, Off-site: A sign other than an on-site sign.

D. Zoning districts: When zoning districts are referred to in this ordinance, said references are to the districts defined by the text and map of the Zoning Ordinance of the City of Gravette, Arkansas, as amended.

Section 3. Sign permitted:

A. All Zoning Districts:
1. Those signs excluded from the definition of signs as herein set forth, and
2. Any sign used in conjunction with or necessary for he provision of a public facility.

B. Residential Districts:
1. Real estate and building construction signs not to exceed 32 square feet and 10 feet in height; and
2. Subdivision name signs when used as an architectural or landscape feature of the subdivision.
3. Churches, museums, libraries, and other non-profit organizations located in residential districts may have a pre-approved sign on location. Approval of the sign shall be granted by the Gravette City Instpector.

C. C-1, C-2, C-5 and C-6 Districts:
1. Real estate and building construction signs not to exceed 32 square feet and 10 feet in height; and
2. Free-standing on-site signs not to exceed 75 square feet and 30 feet in height. Such sign shall not obstruct vision of incoming or outgoing traffic; and
3. Two free-standing off-premises, off-site signs, not to exceed 20 square feet and 15 feet in height, each may be placed on an off-site location by any business or industry located within the corporate limits of Gravette, Arkansas. However, only one may be placed on a parcel adjacent to Highway 59, Highway 72 or Main Street as extending from the east city limits to the west city limits. Such off-premises, off-site free-standing signs shall be subject to all other regulations and permit requirements of this ordinance.

4. A new business or industry shall be allowed and permitted one temporary, non-flashing sign to be placed on the premises of the business or industry for a period of sixty (60) days subject to payment of the minimum permit fee as required by this ordinance.
5. No more than one off-premises, off-site sign may be placed on any given parcel.

D. C-3, C-4 Districts.

1. Real estate and building construction signs not exceeding 32 Square feet and 10 feet in height; and
2. Free-standing on site signs not to exceed 20 square feet and 15 feet in height. Such signs shall not obstruct vision of incoming or outgoing traffic; and
3. Two free-standing off-premises, off-site signs, not to exceed 20 square feet and 15 feet in height, each may be placed on an off-site location by any business or industry located within the corporate limits of Gravette, Arkansas. However, only one may be placed on a parcel adjacent to Highway 59, Highway 72 or Main Street as extending from the east city limits to the west city limits. Such off-premises, off-site free-standing signs shall be subject to all other regulations and permit requirements of this ordinance.
4. A new business or industry shall be allowed and permitted one temporary, non-flashing sign to be placed on the premises of the business or industry for a period of sixty (60) days subject to payment of the minimum permit fee as required by this ordinance.
5. No more than one off-premises, off-site sign may be placed on any given parcel.

E. Industrial Districts:

1. Real estate and building construction signs not to exceed 32 square feet and 10 feet in height; and
2. One free-standing on-site sign not to exceed 75 square feet and 30 feet in height. Such sign shall not obstruct vision of incoming or outgoing traffic.
3. Two free-standing off-premises, off-site signs, not to exceed 20 square feet and 15 feet in height, each may be placed on an off-site location by any business or industry located within the corporate limits of Gravette, Arkansas. However, only one may be placed on a parcel adjacent to Highway 59, Highway 72 or Main Street as extended from the east city limits to the west city limits. Such off-premises, off-site free-standing signs shall be subject to all other regulations and permit requirements of this ordinance.
4. A new business or industry shall be allowed and permitted one temporary, non-flashing sign to be placed on the premises of the business or industry for an period of sixty (60) days subject to payment of the minimum permit fee as required by this ordinance.

Section 7. Board of Sign Appeals:

A. Created: The City Planning Commission of Gravette shall be the Board of Sign Appeals. The work "Board" when used in this section shall be construed to mean the Board of Sign Appeals.

B. Appeals: Any appeal to the Board of Sign Appeals shall be filed in writing with the Secretary of the Board within seven (7) days of notice of a decision by the building official with regard to any sign. The Board shall fix a reasonable time for the hearing of the appeal, give seven (7) days public notice thereof by publication in a newspaper of general circulation of the City, and give due notice to the parties in interest, and decide the appeal within a reasonable time. At the hearing, any party may appear in person, or by agent, or by attorney.

C. Jurisdiction: The Board shall have the following powers, and it shall be its duty:

1. To hear and decide appeals where it is alleged that there is error in any order, requirement, decision or interpretation made in the enforcement of this ordinance.

2. To hear requests for variances from the literal provisions of this ordinance for the erection of an new sign and in instances where strict enforcement of this ordinance would cause practical difficulties due to circumstances unique to the individual sign under consideration, and grant such variances only when it is demonstrated that such ordinance will be in keeping with he spirit and intent of this ordinance. In connection therewith, the Board may impose reasonable conditions and the granting of a variance to ensure compliance to protect adjacent property owners. A violation of such conditions shall constitute a violation of this ordinance.

3. Appeals from Board of Sign Appeals: Any person or persons aggrieved by any decision of the Board of Sign Appeals may seek review by the City Council of the City of Gravette, Arkansas, by filing such request with the Clerk of the City of Gravette within seven (7) days of the decision of the Board.

Section 8. Separability: Should any section or provision of this ordinance be declared by the Court to be unconstitutional or invalid, such decision shall not affect the validity of the articles as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 9. Penalities

A. Violation of the provisions of this ordinance or failure to comply with any of the requirements shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any requirement shall, upon conviction thereof, be fined no less than $25.00 nor more than $1,000.00. Each day such violation continues shall be considered a separate offense.

B. The owner of tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, agent or other person who commits, participates or maintains such violation may be found guilty of a separate offense and suffer the penalties herein provided.

C. Nothing herein contained shall prevent the city from taking such other lawful action as in necessary to prevent or remedy any violation.

Section 10. Provisions declared to be minimum requirement: In this interpretation and application, the provisions of this ordinance shall be held to be minimum requirements adopted for the promotion of the public health, safety, and general welfare. Whenever the requirements of this ordinance are at variance with the requirements of any other ordinance, the higher or more restricted standard shall apply.

Section 11. Permit fees: The minimum permit fee shall be $20.00. The maximum fee will be determined by the Building Inspector. The fee shall be based upon the number of inspections required.

Section 12. Repeal of conflicting ordinances: All ordinances or parts of ordinances in conflict herewith are hereby repealed and this ordinance does hereby specifically repeal Ordinances 97-3 of the City of Gravette, Arkansas.

PASSED AND APPROVED THIS 29th DAY OF August, 2002

APPROVED:

MAYOR

Susan L. Ward
CITY RECORDER