

CITY OF RUSSELLVILLE SIGNAGE PERMIT APPLICATION

168 South Main Street
270-726-5022

RUSSELLVILLE BUSINESS LICENSE NUMBER _____ DATE _____

BUSINESS OWNER OR USER _____

PROPERTY ADDRESS _____

LOCATION OF THE SIGN _____

Provide a list if more than one sign or multiple locations

OWNER PHONE NUMBER _____ / _____ / _____

INSTALLATION CONTRACTOR _____

ADDRESS _____ (_____ / _____ / _____)
Phone number

CONTRACTOR CITY BUSINESS LICENSE NUMBER _____

TYPE OF SIGN _____ SIZE OF THE SIGN _____

IS THE SIGN LIGHTED AND WHAT TYPE IF ANY _____

HEIGHT OF THE SIGN ABOVE GROUND _____

TIME REQUIRED TO INSTALL _____

TOTAL PERMIT FEE, BASED ON THE TABLE BELOW \$ _____

All sign applications shall be accompanied with a set of drawings that clearly depict the complete installation including any footer and foundation drawings. Any sign that has a flat surface of more than fifty (50) square feet, will require engineered plans and specifications. Billboards must comply with state regulations before any permit is issued by the City of Russellville.

SIGNAGE PERMIT FEES			
Refacing existing signs	\$50.00 minimum	or	\$1.00 per square foot
Commercial areas (new)	\$50.00 minimum	or	\$2.00 per square foot
Billboards	\$200.00 minimum	or	\$2.00 per square foot
Portable signs (20 sq-ft or more)	\$50.00 registration	and	\$15.00 per month (each 30 day increment)
Accessory signs	\$25.00 per sign		Flat fee (3 square feet maximum)
Home business	\$25.00 per sign		Flat fee (4 square feet maximum)
Bed and Breakfast	\$50.00 per sign		Flat fee (12 square feet maximum)
Banners (feather or pendent)	\$50.00 registration fee	and	\$2.00 per square foot (30 days only)
Banners (Public Event)	\$50.00 registration fee		May be refundable with proof of Non Profit
Small yard signs (3sq-ft or less)	\$50.00 registration fee (4 signs)		On private property with permission (90 days max)
Election signs	\$25.00 registration	and	\$.10 per sign (non-refundable)

Channel lettering is estimated as if the lettering were contained within a completed box or outline
Signs shall not be located on the street right of way, which is generally twenty five (25), feet from the center of the street.

All signs located in the Historic and Central Business District, shall be approved by the Sign Committee
All signs are reviewed on an individual basis and permitted accordingly with signage ordinance.

Signature of Applicant