

# CITY OF WALNUT RIDGE

## SIGN PERMIT APPLICATION

Name of Applicant: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Name of Property Owner (if different from Applicant)': \_\_\_\_\_

Address or Legal Description of Property: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_

***All work exceeding \$2,000, including materials and labor, shall be performed by a licensed contractor unless the work is being performed by the property owner.***

ZONED:     R-1     R-2     R-3     R-MH     A-1  
                   C-1     C-2     C-3

*Refer to the City of Walnut Ridge Zoning Code Article X, Signs for type, size, and number of signs permitted in each zoning district.*

Is this property located in a designated flood hazard area?     YES     NO

Foundation:     Concrete     Pole     Ground     Other: \_\_\_\_\_

Location of sign:     Parking Lot     Window     Storefront     Other: \_\_\_\_\_

Material:     Concrete     Plaster     Wood     Plexiglass     Other: \_\_

Electrical:     Yes     No

Sign Type:     Permanent     Temporary

Size:    Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Total Area \_\_\_\_\_ sf

I authorize the City to commence review immediately upon acceptance of application and waive any right to third-party review and the provisions of Arkansas Act 519 of 2025 in accordance with Zoning Code Section 10.02.0.B.

**By my signature below I agree to abide by all applicable Federal, State and Local laws and codes and ordinances of the City of Walnut Ridge. No work shall be covered until inspected by the appropriate party. Failure to comply will result in the Contractor removing all necessary material(s) for inspection.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT # \_\_\_\_\_**

*Permit expires 6 months from the date of issuance if work is not complete*

# CITY OF WALNUT RIDGE

## SIGN PERMIT APPLICATION

### THE FOLLOWING MUST ACCOMPANY THIS APPLICATION

1. Completed sign permit application form, signed and dated
2. Physical location (street address) of sign installation
3. Name and address of property owner(s)
4. Name and address of sign contractor(s)
5. Scaled drawing of the sign(s) including exact location<sup>2</sup> on property with setbacks if applicable

<sup>2</sup>On a corner lot or driveway entry, no sign shall be erected in a way or placed in a manner that prevents visibility of the roadway within 25 feet along the property line from the property corner or obstructs the vision of the motoring or pedestrian public.

6. Lighting and construction design
7. Signs utilizing animated or flashing illumination shall require conditional approval by the Planning Commission, in accordance with the provisions of City of Walnut Ridge Zoning Code Article XIV, Conditional Uses
8. <sup>1</sup>Written authorization by Property Owner if Applicant is other than Property Owner

**ELECTRICAL CONTRACTOR INFORMATION:** (if applicable)

Company Name: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Electrician's Name: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

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

**NOTE: All work must be completed by licensed contractors and in accordance with all applicable Federal, State and Local laws and ordinances. Failure to comply with these regulations may result in fines and/or removal of all materials necessary to complete the proper inspections.**

**APPLICATION APPROVAL**

Approval of this application by the Administrative Official is **REQUIRED** prior to sign installation

\_\_\_\_\_  
Administrative Official

\_\_\_\_\_  
Fire Chief (as applicable)

**Notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FEES**

	<u>AMOUNT</u>	<u>RECEIPT #</u>	<u>DATE</u>	<u>CLERK</u>
Sign Permit Fee Collected				
Electrical Inspection Fee				

**PERMIT #** \_\_\_\_\_

Permit expires 6 months from the date of issuance if work is not complete