

# CITY OF AURORA PLAN COMMISSION

Department of Planning & Zoning, Suite 300, 165 Mary St., Lawrenceburg, IN 47025  
Phone (812)537-8821 Fax (812)532-2029 Website: [www.aurora.in.us](http://www.aurora.in.us)

## *Sign Improvement Permit Instructions*

**SIGN  
IMPROVEMENTS**

### **STEP 1: OBTAIN APPLICATION FORMS**

All individuals requesting Sign Permit must submit a *Sign Permit form* (Items 1-4 and signature) which will be used (jointly) to determine the location and nature of the proposed sign. All areas of the applications must be completed accurately, and in their entirety. The applicant is responsible for all the information that is supplied to the Planning & Zoning staff.

### **STEP 2: CREATE PLANS**

In addition to the completed application form, all individuals requesting an Improvement Location Permit are required to submit a plot plan,\* as required by Chapter 152 of the Zoning Ordinance, and submit all information relevant to proposed signs, including:

- The type of sign
- The location of all existing and proposed signs on the property, including setbacks from the road right-of-way
- The dimensions and computation associated with the total sign area
- The size of the lettering on the signage
- The color scheme associated with the signage
- The height at which the proposed signage will be installed, compared to proposed grade
- The materials associated with each proposed sign
- A description of any lighting / illumination associated with a proposed sign

*\*Please use the attached list of requirements provided for each plot plan type to assist you in creating a plot plan.*

### **STEP 3: CHECK OTHER DEPARTMENTS**

In order to expedite the required permit process, you may also need to apply for other necessary permits at the same time that the Improvement Location Permit is submitted. A Certificate of Appropriateness by the Historic Preservation Commission, Encroachment Permit through the City, and a Building Permit may also be required, depending on the specific request. **The Planning & Zoning Office cannot release the Permit until the necessary Permit(s) are released and necessary fees (see below) are paid in full.**

### **STEP 4: SUBMIT ALL REQUIRED MATERIALS & FEES**

All applications must be submitted with the above-referenced forms and a plot plan. At the time that an applicant submits an application for an Improvement Location Permit, the appropriate fees must also be paid. **Sign Improvement Location Fees are:**

Sign Permits: \$40 + \$1 per square foot

Temporary Sign Permit: \$25 + \$1 per square foot

Historic Preservation Commission C.O.A.: \$25

**\*Applications generally take 1-5 business days to process—or more if a C.O.A. is required**

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## Requirements for Minor Plot Plans

In order that all the required plot plan information be properly documented and correctly designed, it is necessary that *ALL* plot plans be drawn to a scale that allows all improvements and notes to be legible. Digital plans are preferred. \*\*Paper copies of plans should be submitted on standard paper sizes—either 8 ½ x 11 or 11 x 17. All plans larger than 11 x 17 must be submitted in an acceptable digital format (such as a .jpeg or .pdf file).

Please check off each item of information that is required to submit to the Department of Planning & Zoning as it is provided below (on the left side of the page). **PLEASE NOTE THAT BEFORE AN APPLICATION CAN BE SUBMITTED, ALL ITEMS MUST BE CHECKED OFF (ON THE LEFT SIDE OF THE TABLE BELOW) OR YOU WILL BE REQUIRED TO RESUBMIT YOUR APPLICATION.**



<input type="checkbox"/>	A complete and accurate application form	
<input type="checkbox"/>	A graphic scale and north arrow	
<input type="checkbox"/>	Label and locate all existing and proposed structures	
<input type="checkbox"/>	Property boundaries / location reference(s)	
<input type="checkbox"/>	Location of all public and private streets and / or private lanes, as well as the location and width of proposed driveway entrances on the subject property	
<input type="checkbox"/>	A scaled site plan of the property on which the sign is to be erected showing existing structures and signs, right-of-way lines and the proposed location of the sign(s);	
<input type="checkbox"/>	Approximate location of all known utilities and associated easements (e.g., sewer lines, water lines, septic tanks, electric lines, gas lines, and so on). <b>*All applicants are advised to call 811, "Call-Before-You-Dig".</b>	
<input type="checkbox"/>	A description of the proposed sign including type of sign, supporting structure, method of illumination (if any), and construction materials to be used in the sign;	
<input type="checkbox"/>	A scaled drawing of existing signage and the proposed sign showing display area dimensions, height of sign from grade to bottom and top of the sign and the information to be conveyed on sign.	
<input type="checkbox"/>	In situations where allowable sign area is contingent upon store frontage, such frontage elevation must be provided to scale.	
<input type="checkbox"/>	In situations where a certificate of appropriateness, an encroachment permit, a variance, or similar additional approval is necessary, such documentation must be provided	
<input type="checkbox"/>	Additional information may be required to verify conformance with this subchapter.	
<input type="checkbox"/>	All required fees have been paid in full.	



**City of Aurora**  
 P.O. Box 158  
 Third & Main Streets  
 Aurora, IN 47001  
 812-926-1777  
 Fax 812-926-0838  
[www.aurora.in.us](http://www.aurora.in.us)

**Planning, Zoning, &  
 Code Enforcement**  
 165 Mary Street  
 Lawrenceburg, IN 47025  
 812-537-8821  
 Fax 812-532-2029  
[dearborncounty.org](http://dearborncounty.org)

# Sign Application

Permit No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**PERMIT TYPE**

Permanent Sign

Temporary Sign

**Applicant / Contractor Information**

*\*\*Provide preferred method of contact*

Name:	Phone No.	Email
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**SITE INFORMATION**

*\*\*Provide preferred method of contact*

Property Owner:	Phone No	Email
Mailing Address:	City:	Zip:
Site Address:	Sec,	Twp (#) ( ) Rng: Acreage:
Parcel No.	Zoning	Subdivision Lot:

**SIGN DESCRIPTION**

<b>Sign Type</b>	<input type="checkbox"/> Wall (mounted parallel with building)	<input type="checkbox"/> Projecting (mounted perpendicular with building)	<input type="checkbox"/> Free Standing/ Monument	<input type="checkbox"/> Awning / Canopy
<b>Materials of Exposed Surfaces (check all that apply)</b>	<input type="checkbox"/> Metal	<input type="checkbox"/> Wood	<input type="checkbox"/> Stone / Brick / Concrete	
	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Glass	<input type="checkbox"/> Other _____	
Dimensions: ' - " x ' - "		Square Footage: Height from grade to top of sign:		
<b>Illumination</b>	<input type="checkbox"/> Not Illuminated	<input type="checkbox"/> Externally Illuminated	<input type="checkbox"/> Internally Illuminated	<input type="checkbox"/> Electronic Message Board (LED, etc.)

**FLOOD HAZARD**

Is property within a Special Flood Hazard Area (SFHAs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is sign within 100 feet of a Special Flood Hazard Area (SFHAs)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FIRM Map No.	Base Flood Elevation:				

**Staff Comments / Conditions of Approval:**

Required	Additional Approval	Received
	Encroachment Permit	
	Certificate of Appropriateness (Historic Preservation Commission)	
	BZA (variance)	
	State (e.g. Flood)	

As applicant, I understand that this application and accompanied plans are submitted in accordance with the City of Aurora Code of Ordinances, including the Zoning Ordinance and Subdivision Control Ordinance. I understand that I have no more than ninety (90) days to complete this permit request and acknowledge that incomplete or inaccurate information submitted on my behalf may result in the delay or denial of this application. I hereby grant permission for City staff to enter onto the premises to inspect this site to process and complete this permit request.

**X**  
 \_\_\_\_\_  
 Applicant's Signature Date

**X**  
 \_\_\_\_\_  
 Planning Official's Signature Date