

# 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 an Improvement Location Permit must submit an *Improvement Location Permit form* (Items 1-4 and signature) which will be used (jointly) to determine the location and nature of the proposed improvement. 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 Health Permit and a Building Permit may also be required, depending on the specific request. **The Planning & Zoning Office cannot release the Improvement Location Permit until the necessary Health 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: \$50

Sign Alteration Permit: \$25

Temporary Sign Permit: \$15 plus \$25 escrow fee

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

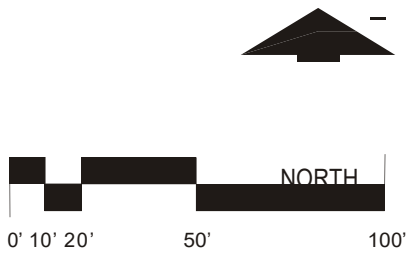
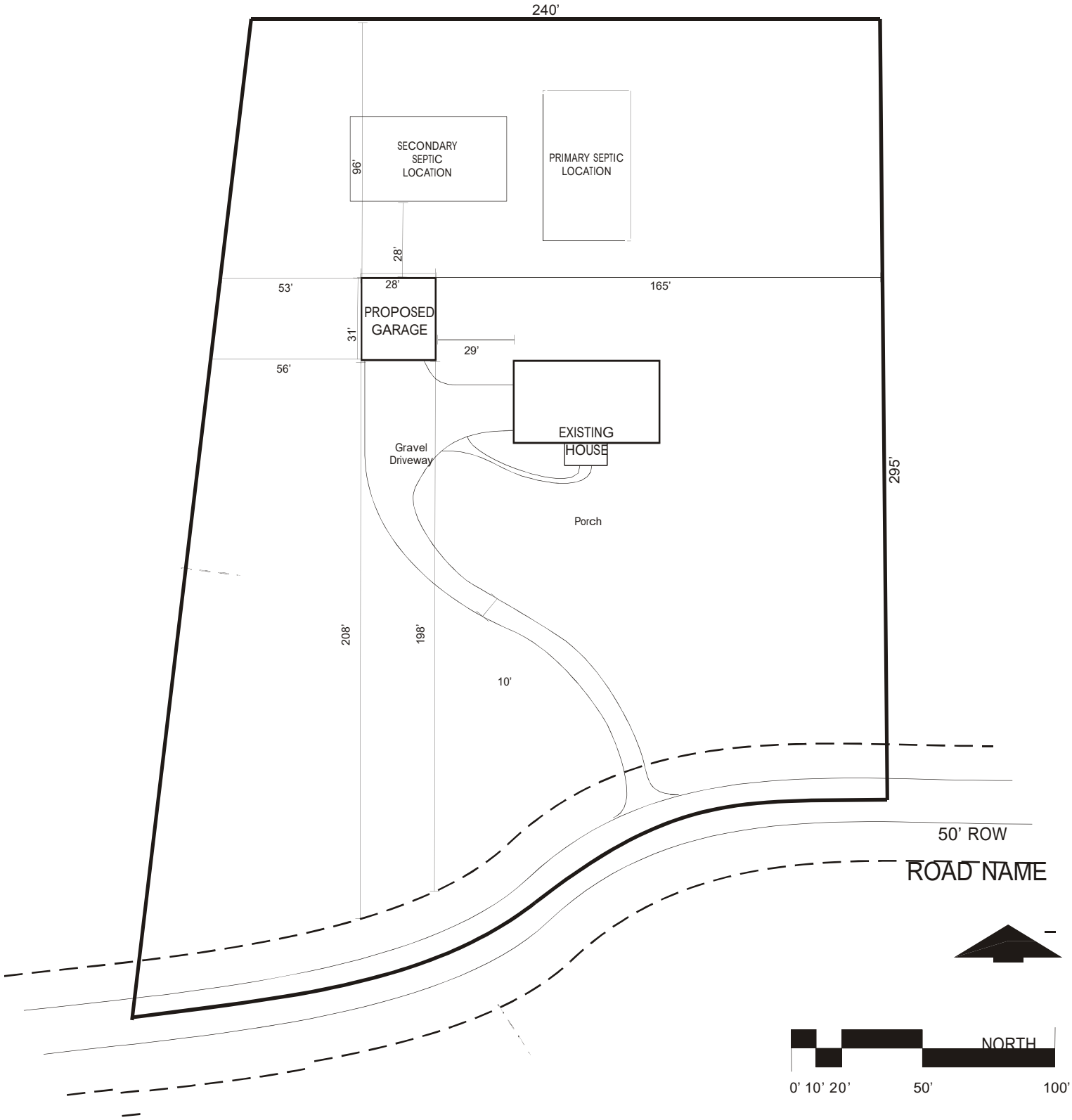
In order that all the required plot plan information be properly documented and correctly designed, it is necessary that *ALL* plot plans be drawn to a scale that allows all improvements and notes to be legible. Digital plans are preferred. \*\*Paper copies of plans should be submitted on standard paper 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"/>	Exterior dimensions of structure (including decks or porches and overhang measurements)	
<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"/>	Distances from the corners of the proposed structure(s) to the appropriate property lines—sufficient to determine that all required setbacks, including those from easements and the identified floodplain, have been met. *Setbacks / distances from the proposed improvement(s) to any septic field or tank area within 50 feet must be identified / shown on the plot plan provided to the Department of Planning and Zoning as a part of this process, to illustrate conformance with Chapter 152 of the Zoning Ordinance.	
<input type="checkbox"/>	All required fees have been paid in full.	

# MINOR PLOT PLAN EXAMPLE



<b>The Smith Property</b>	
Clay Township	Section 17
	Range 2W
Smith Acres	Map 11-17
Lot 12	Parcel 023.003



**City of Aurora**  
 P.O. Box 158  
 Third & Main Streets  
 Aurora, IN 47001  
 812-926-1777  
 Fax 812-926-0838  
 www.aurora.in.us

**Planning, Zoning, &  
 Code Enforcement**  
 165 Mary Street  
 Lawrenceburg, IN 47025  
 812-537-8821  
 Fax 812-532-2029



**PERMIT #**

**RECEIPT #**

**SIGN IMPROVEMENT PERMIT**

**Applicant / Contractor Information**

Name:		Phone No:	
Address:			
<i>Street Address</i>		<i>City State Zip Code</i>	

**Owner Information (if different from above)**

Name:		Phone No:	
Address:			
<i>Street Address</i>		<i>City State Zip Code</i>	

**Site Information**

Location:	Section:	Township (#): ( )	Range:	Acreage:
Property Map #	Zoning:	Subdivision:		Lot:

**Water & Sewer Facilities** (Please check the items that apply...)

<input type="checkbox"/>	Sewer	<input type="checkbox"/>	Septic	<input type="checkbox"/>	Public Water	<input type="checkbox"/>	Well	<input type="checkbox"/>	Cistern
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**Existing Use** (Please check the items that apply...)

<input type="checkbox"/>	Vacant Land	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Other (*Specify*): _____
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**Proposed Improvement(s)** (Please check the items that apply...)

<input type="checkbox"/>	Single Family Residence	Dimensions: ___'- ___" x ___'- ___"							
<input type="checkbox"/>	Mobile Home	Height: ___ feet	Square Footage: _____						
<input type="checkbox"/>	Addition	Driveway width at road: ___ feet							
<input type="checkbox"/>	Pole Barn / Shed	<b>PLANNING &amp; ZONING STAFF SECTION:</b>							
<input type="checkbox"/>	Attached / Detached Garage				<b>Needs</b>	<b>Received</b> ↓	<b>Needs</b>	<b>Received</b> ↓	
<input type="checkbox"/>	Swimming Pool				<b>Health</b>		<b>City / Town</b>		
<input checked="" type="checkbox"/>	Other (*Specify*): <u>SIGNAGE</u>				<b>Highway</b>		<b>Developer / POA</b>		
					<b>BZA</b>		<b>State (ex. flood)</b>		
<b>FIRM Map #:</b>		<b>Flood Hazard Area?</b>		<b>Y</b>	<b>N</b>	<b>Sight Distance Notes OK?</b>		<b>Y</b>	<b>N</b>

**\*\*NEW ADDRESS:** \_\_\_\_\_

As applicant, I understand that this application and site plan are being 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. I further 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 the 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*