

1512 7TH Street
P.O. Box 5127
Coralville, IA 52241



Building Department
Phone: 319-248-1720
Fax: 319-248-1894

SIGN PERMIT APPLICATION

Send Sign Application to: submittals@coralville.org Date: _____

Address of Sign: _____ Suite #: _____ Property Owner: _____

Property Owner Address: _____ City: _____ State: _____ Zip: _____

Applicant: _____ Phone: _____ Email: _____

Sign Company: _____ Phone: _____ Email: _____

BUILDING SIGNAGE

Total allowed signage on a building wall = 15% of wall area. No single building sign shall exceed 400 square feet.

T Y P E	<input type="checkbox"/> New	S I G N	Height _____	W A L L	Height _____		Existing _____ sq ft.		
	<input type="checkbox"/> Replacement		Width _____		Width _____		Proposed _____ sq ft.		
	<input type="checkbox"/> Facia		<i>Total Area of Sign</i>		<i>15% of Total Wall Area</i>		Allowed _____ sq ft.		
	<input type="checkbox"/> Wall		_____		_____		Remaining _____ sq ft.		
	<input type="checkbox"/> Awning								
<input type="checkbox"/> Window									
<input type="checkbox"/> Other _____									

Each commercial and industrial property is allowed 2 square feet of sign area of every 1 foot of street frontage abutting a yard. A separate ground sign is allowed for a secondary street with frontage calculated at 1 square foot for each foot of frontage. Area cannot be transferred from one frontage to another. Maximum sign face of 100 square feet is allowed for Convenience Commercial District. Maximum sign face of 220 square feet is allowed for Commercial and Industrial Districts. Maximum height is 25 feet in all districts.

GROUND SIGNAGE

T Y P E	<input type="checkbox"/> New	S I G N	Height _____	F R O N T A G E	Primary Frontage _____ ft.		Height: _____		
	<input type="checkbox"/> Replacement		Width _____		<i>Allowed Area of Sign (frontage x 2)</i>		<i>from ground to top of sign face</i>		
	<input type="checkbox"/> Monument		<i>Total Area of Sign</i>		<i>Allowed Area of Sign (frontage x 1)</i>		Proposed _____ sq ft.		
	<input type="checkbox"/> Directional		_____		_____		Allowed _____ sq ft.		
	<input type="checkbox"/> Drive-Thru								
<input type="checkbox"/> Free Standing									
<input type="checkbox"/> Development Sign* <i>*requires Board of Adjustment review</i>									

SPECIAL SIGNS

Temporary Banner must be secured to building. Banner permit is good for 30 days and may be issued 3 times per calendar year for a total of 90 days.

T Y P E	<input type="checkbox"/> Temporary Banner	S I G N	Height _____			COMMENTS
	<input type="checkbox"/> Real Estate Sign		Width _____			
	<input type="checkbox"/> 1 st issue date _____		<input type="checkbox"/> 2 nd issue date _____			

REQUIRED

SIGNATURE

<input type="checkbox"/> Location & Dimensions of all existing signage <input type="checkbox"/> Location & Dimensions of all proposed signage <input type="checkbox"/> Site plan showing street frontage / wall area <input type="checkbox"/> Color elevated drawings of all proposed signage	<table style="width: 100%;"> <tr> <td style="width: 50%;">Applicant _____</td> <td style="width: 50%;">Date _____</td> </tr> <tr> <td>Community Development Director _____</td> <td>Date _____</td> </tr> </table>	Applicant _____	Date _____	Community Development Director _____	Date _____
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