

1512 7<sup>TH</sup> Street  
P.O. Box 5127  
Coralville, IA 52241



Community Development  
Phone: 319-248-1720

## SIGN PERMIT APPLICATION FEE: \$50 PER SIGN

Send Sign Application to: [submittals@coralville.org](mailto: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.

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

<b>T Y P E</b>	<input type="checkbox"/> New	<b>S I G N</b>	Height _____	<b>F R O N T A G E</b>	Primary Frontage _____ ft.				
	<input type="checkbox"/> Replacement		Width _____		<i>Allowed Area of Sign (frontage x 2)</i>		Height: _____ <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.

<b>T Y P E</b>	<input type="checkbox"/> Temporary Banner	<b>S I G N</b>	Height _____		
	<input type="checkbox"/> Real Estate Sign		Width _____		
	<input type="checkbox"/> 1 <sup>st</sup> issue date _____ (\$50)		<input type="checkbox"/> 2 <sup>nd</sup> issue date _____ (\$50)		
<b>COMMENTS</b>					

### 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 <input type="checkbox"/> Sign materials clearly labeled	<table style="width: 100%;"> <tr> <td style="width: 60%;">Applicant _____</td> <td style="width: 40%;">Date _____</td> </tr> <tr> <td>Community Development Director _____</td> <td>Date _____</td> </tr> </table>	Applicant _____	Date _____	Community Development Director _____	Date _____
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Community Development Director _____	Date _____				