



City of Bay Minette

Sign Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

OFFICE USE ONLY

Received: _____

Completed: _____

Decision: _____

Are you the property owner? ☐ Yes ☐ No (If you are not the property owner you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: _____ Email: _____

Contractor Name: _____ Business License #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email: _____

Site Information

Business Name: _____ Business License #: _____

Parcel ID No.: _____ PPIN No.: _____

Physical Address (E-911): _____

Are there any existing signs to remain on the same property and/or building on which the sign is to be located?

☐ Yes ☐ No If YES, include the following information - Submit separate sheet if needed:

Number: _____ Total Display Area: _____

Type of sign(s): _____

REQUIRED: Site Plan identifying location of existing signs with setbacks and dimensions; images of all existing signage, including support members and full building elevations.

Building / Wall Sign

Sign Type: ☐ Flat/Wall ☐ Projecting ☐ Shopping Center ☐ Mural

Linear Dimension of the building's main or entrance façade: _____

Dimensions of the sign: _____

Height of installed sign (measured from finished grade): _____

Sign Material: _____

REQUIRED: Rendering of sign, shown on building elevation with dimensions

DIGITAL or ILLUMINATED Signs:

Type: _____ Intermittent or Static: _____

Direction of Lighting: _____ Intensity: _____

Hours of Illumination: _____ Message Movement: _____ times per day

Placement: _____

Freestanding Sign

Sign Type: ☐ Pole ☐ Monument ☐ Shopping Center ☐ Billboard

Dimensions and materials of sign: _____

Dimensions and materials of any supporting members: _____

Height of sign with supporting members (measured from finished grade): _____

Sign and Support Structure Materials: _____

REQUIRED: Rendering of sign, including support structures with dimensions; Site plan showing sign location with setbacks

DIGITAL or ILLUMINATED Signs:

Type: _____ Intermittent or Static: _____

Direction of Lighting: _____ Intensity: _____

Hours of Illumination: _____ Message Movement: _____ times per day

Placement: _____

Submittal Requirements

_____ Sign Application and Fee

_____ Sign Rendering/Drawing of proposed signage

_____ Images of existing signage with Site Plan showing location

_____ Agent Authorization Form (if person other than property owner is applying)

_____ Site Plan – indicating the proposed location of the sign to be erected and the setbacks from property lines including the location of the sign in relation to: • Public right-of-way • Sight distance triangles

• Easements • Buildings • Other signs on the property

_____ Construction and electrical specifications to determine that the sign meets all applicable structural and electrical requirements of the building code

This certificate is valid for 180 days after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any work performed will be at the risk of the applicant.

Applicant Signature: _____ Date: _____

INTERNAL USE ONLY

Application Fee: \$50.00 + Display Area Sq. Feet _____ X \$2.00 = Total Fee \$ _____

S- _____ **Date Paid:** _____ ☐ Cash ☐ CC ☐ Check #: _____

Zoning: _____ **Address:** ☐ Verified or ☐ Correction/Assignment: _____

Reviewed by: _____ **Date:** _____

Comments: _____
