



City of Conway, Arkansas
 Planning & Development Department
 1201 Oak Street
 Conway, AR 72032
 (501) 450-6107

SIGN PERMIT APPLICATION

Applicants are advised to read the complete Sign Ordinance prior to completing and signing this form. The Sign Ordinance is available online at www.conwayplanning.org.

Site plan showing placement of sign and rendering of sign showing correct dimensions are required with application. Additional documentation may be required by Sign Administrator.

Date: _____

NOTE: Electrical and/or structural permits may be required. Please contact the Permits Office at 450-6107 for more information.

Sign Company

Name _____
 Address _____
 City, State, ZIP _____
 Phone _____
 Alternate Phone _____

Property Owner

Name _____
 Address _____
 City, State, ZIP _____
 Phone _____
 Alternate Phone _____

General Details

Name of Business _____
Address/Location of sign _____
 Sign dimensions (height, length, width) _____
 Setback of sign from property line _____
 Wall dimensions (for wall sign) _____

Sign Type

___ Awning ___ Projecting
 ___ Banner ___ Under canopy
 ___ Monument ___ Wall
 ___ Pole ___ Window
 Other (type) _____

Cost of Sign-
\$ _____

Zoning Classification _____

Is sign in Historic/Old Conway District Yes___ No___

I, _____, do hereby certify that all information contained within this application is true and correct. I understand that the terms of the Sign Ordinance, Historic District/Old Conway Ordinances, and other pertinent Ordinances supersede the Sign Administrator's approval and that all signs must fully comply with all terms of said ordinances regardless of approval. I further certify that the proposed sign is authorized by the owner of the property and that I am authorized by the property owner to make this application. I understand that no sign may be placed in any public right-of-way. I understand that I must comply with all Building and Electrical Codes and that it is my responsibility to obtain all necessary building and electrical permits.

 Applicant's Signature

 Date

 Sign Administrator (or Designee) Approval

 Date