



Requirements for Non-Regulatory Sign Permit Applications:

- All sign permit applications in the Central Business District (downtown) are required to be reviewed by the Belle Plaine Design Committee. The Design Committee meets once a month. **Please note:** *it may take up to one month for an application to be reviewed.*
- Sign permit applications will only be reviewed if the application is complete.
- Sign permit application fees must be paid in full at the time the completed application is submitted for review.
- Any proposed variations from the sign ordinance (section 1107.20), will require applicant to apply for a variance. All variances are reviewed by both the Planning and Zoning Commission and the City Council. **Please note:** *it may take up to 60 days for the City Council to render a decision on a variance.*
- You will be notified once the permit is approved or denied. **No sign shall be installed until the applicant has received confirmation the permit has been granted.**
- Once the sign permit has been granted and the sign has been installed, **the applicant must notify the Community Development Department for a final inspection.**

Please contact City Hall if you have any questions. Thank you!

