

## NOTUS SIGN PERMIT APPLICATION

**AN APPLICATION FEE WILL APPLY AND MUST BE PAID UPON FILING THE APPLICATION.**

**A plot plan drawing must accompany this application with measurements** showing property lines, buildings/structures on property, access roads, parking area, all roads/streets or driveways adjacent to property and proposed placement of sign. Application must also show details (height, width, length) where and how it will be placed (attached, hung or suspended, ETC.) Type of sign pole footing. Depending on application details, Engineering report may be applicable.

### APPLICANT INFORMATION

Property Owner Name:		DATE:
Street Address:		
Legal Description:		
Mailing Address:		
City:	State:	ZIP Code:
Home Phone:	Email:	Cell:

**DESCRIBE SPECIFIC CIRCUMSTANCE WHICH YOU FEEL SUPPORTS YOUR APPLICATION;  
WHAT TYPE OF MATERIAL IS BEING USED, ETC.**

ATTACH ADDITIONAL PAGES WITH INFORMATION, STATEMENTS, AND DOCUMENTATION TO SUPPORT YOUR APPLICATION AS NECESSARY and note here:

- IF a permit is granted by Council, Owner assumes all costs, responsibility and liability related to their application.
- IF granted by Council, Owner must comply with all local, state, and federal laws, ordinances, rules and regulations which are applicable to and those the Council determines should be applied to the proposed permit.
- Anyone who knowingly provides false or misleading information the City in an effort to obtain a permit shall be guilty of a misdemeanor which is punishable in accordance with Idaho Code Section 18-113.

I have read and agree to the above. I have read, understand and agree to comply with Notus City Code Section 8-4-4. I authorize the City or their designee to communicate with the individuals and entities noted in this application and verify and discuss the information provided on this application form and documentation attached thereto. I have received a copy of this application. By signing this application I affirm and certify that the information and responses provided in and with this application are true and correct.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

### OFFICE USE ONLY BELOW THIS LINE

APPLICATION FEE OF \$ \_\_\_\_\_ (FEE SET BY RESOLUTION)      CHECK/CASH (CIRCLE ONE)

ON \_\_\_\_\_ 20 \_\_\_\_ BY \_\_\_\_\_

### APPLICATION ACCEPTED BY:

**OFFICE USE ONLY    CIRCLE ONE    APPROVED OR    DENIED    DATE \_\_\_\_\_**

AYES:	NYES:
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NOTES:

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City of Notus  
P.O. Box 257  
375 Notus Road  
Notus, Idaho 83656  
Office: 208.459.6212 Fax: 208.459.0925  
[notuscityclerk@gmail.com](mailto:notuscityclerk@gmail.com)

# Plot Plan Checklist

1. Check the size of your plot plan is on 8.5"x11" paper.
2. Indicate map scale in units. Using units divisible by 10 is easiest (ex. 1" = 10 ft.; 1" = 20 ft.; 1" = 50 ft.) Provide the most detail possible on one sheet of paper.
3. Accurate shape and dimensions of the entire property. Draw the property lines in solid black line with footages noted.
4. Name, address and tax lot or parcel numbers.
5. North arrow (pointing up).
6. Any adjacent public or private roads, access easements and or driveway locations.
7. Location of all buildings (existing, proposed or to be removed). Show distances to at least 2 of the closest property lines (ex. north and east; south and west, etc.) Proposed construction can be indicated by dashed lines. Indicate dimension of the structures.
8. Location and direction of all water courses and drainage ways. (Intermittent streams, creeks, irrigation canals, ponds, wetlands, etc.)
9. Distance of a proposed structure from an existing structure.
10. Check that all minimum setbacks have been met for the proposed project.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT NOTUS CITY HALL  
AT 208-459-6212

# Sample Plot Plan

Remember your plan must fit on a 8.5" x 11" sheet of paper.

John Smith  
375 Notus Road  
Parcel # 189819

SCALE 1 INCH = 30 FEET

