



SIGN PERMIT

Community Development Department

VILLAGE OF LOS LUNAS
660 Main Street NW
Los Lunas, NM 87031
(505) 839-3842

**DO NOT INSTALL ANY SIGNS UNTIL APPLICATION HAS BEEN SIGNED, APPROVED, AND PAID!
*YOUR RECEIPT IS YOUR PERMIT***

1. CONTACT INFORMATION

Applicant(s) or Agent(s) _____ Phone _____
Email address _____ fax _____

2. BUSINESS INFORMATION

Business Name _____
Address where sign would be placed _____

IF NO ADDRESS: Legal description of property (Lot, Block, Subdivision) _____

3. SIGN INFORMATION

Which type of sign will be installed? Check all appropriate:
 On-Premises Sign Wall Sign Free-Standing Sign Directional/Informational
 Off-Premises Sign Projecting Sign Marquee or Portable Sign Other
 Add On Canopy Sign Temporary or Portable Sign

Number of signs to be installed _____
Total area of sign(s) _____

Will the sign(s) be illuminated or have moving elements? yes no
Will the sign be permanently anchored to the building or ground? yes no

If no, explain: _____
Are there existing signs on the premises? yes no If yes, what type? _____

4. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

I hereby acknowledge that this application is correct and I agree to comply with all Village Ordinances regarding signs. I understand that this sign should not be erected without full knowledge and agreement of the property owner. I further understand that the issuance of this permit is not valid until the Zoning Enforcement Officer has approved it and until the fee is paid and that work under this permit must be completed within six (6) months, or the permit must be renewed.

Printed name _____ Signature _____ Date _____

Construction Permits: Prior to any construction, you are responsible for taking all plans and documents to New Mexico Construction Industries Department (NMCID) in Albuquerque to obtain a building inspection permit.
5500 San Antonio Ave, NE Albuquerque (505)222-9800

CID WILL BE RESPONSIBLE FOR ALL INSPECTIONS AND FINAL OCCUPANCY CERTIFICATE
REMEMBER TO CALL 811 BEFORE YOU DIG. Visit nm811.org for more information.

****OFFICE USE ONLY****

Permit Log Number: _____
ZONE _____
TOTAL SQ FOOTAGE OF ALL SIGNS _____
APPLICATION FEE: \$25 PER SIGN + \$0.10 EVERY SQ FT OVER 32 SQ FT
APPROVAL/DISAPPROVAL BY _____ Date: _____

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Required Documentation

■ SITE PLAN

In the space below, or attached on a separate sheet of paper, draw a site plan of the premises where the sign(s) will be located. Use a scale of at least 1" to 50' and show the location of all structures, existing signs if present, and proposed sign(s). Additionally, include dimensions for all signs and buildings (height and width), as well as dimensions for property lines.

■ PROPOSED SIGN - DETAILS

Draw the proposed sign(s) in detail, showing all dimensions and proposed copy.

