



SIGN PERMIT

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW

PO Box 1209

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:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> On-Premises Sign | <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Free-Standing Sign | <input type="checkbox"/> Directional/Informational |
| <input type="checkbox"/> Off-Premises Sign | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Marquee or Portable Sign | <input type="checkbox"/> Other |
| <input type="checkbox"/> Add On | <input type="checkbox"/> Canopy Sign | <input type="checkbox"/> 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? _____

Sign Erector name/address: _____

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 _____

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.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site plan and detailed views of the proposed sign(s). The box occupies the majority of the lower half of the page.