

SIGN APPLICATION CHECKLIST

Application for a permit for the erection, alteration or relocation of a sign, shall be made to the city and shall include the following information:

- Name and address of the sign owner; name and address of the contractor installing the sign; the business name; and the name and address of the property owner, if different from the sign owner.
- Street address and or location of the property where the sign will be located.
- A site plan showing the dimensions of the property, building location, driveway(s) and other relevant features, including the proposed location of the signs(s) on the site and/or on the building and existing signs on the site.
- The number and type of signs (s) or sign structures as defined in these regulations and the district in which it is located.
- Scaled drawing of the individual sign(s) showing specifications of the individual sign(s) showing the height, size, dimensions, materials, colors, structural supports, landscaping, lighting, and electrical components and the total square footage for each sign(s) face.
- It shall be the applicant's responsibility to become familiar with the Whitefish sign regulations and to ensure that the proposed sign fully complies with such regulations.
- **Multiple Businesses On a Single Development Site:** A master sign plan will be required for all multi-use buildings and commercial developments containing more than one tenant and/or building that will be kept on file with the city. The property owner must submit a letter stating the allowable square footage per tenant. The master sign plan must be approved prior to issuance of a building permit for all new buildings, additions or renovations. The master sign plan is assigned to the address of the multi-use or commercial center and does not move with the individual tenants.
- All free-standing and ground-mounted signs shall have a landscaped area around the base of the sign. The landscape area shall contain living landscape materials consisting of shrubs and/or perennial ground cover plants placed throughout the landscape area.

FEE SCHEDULE

Size of Sign

0-25 square feet
26-50 square feet
51 square feet and over
"After the Fact" permit

Base Fee

\$100 + \$5 per square foot
\$165 + \$5 per square foot
\$230 + \$5 per square foot
Double the Permit Fee