

# SIGN PERMIT

City of Middletown  
P.O. Box 43048  
11803 Old Shelbyville Rd.  
Middletown, KY 40243

Email to: [tracy@cityofmiddletownky.org](mailto:tracy@cityofmiddletownky.org)

New Business \_\_\_\_\_  
Existing Business \_\_\_\_\_  
**(Check One)**

## Sign Owner

Name of Business: \_\_\_\_\_  
Address of Business: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner \_\_\_\_\_  
(If different than Business Owner)  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Sign Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Proposed Sign Information (See Sign Ordinance for Historic District restrictions)

Sign height & length \_\_\_\_\_  
Total Sq. Footage \_\_\_\_\_ (Not to exceed 10% of the facade)  
LED Y/N \_\_\_\_\_ Illuminated Y/N \_\_\_\_\_

**Sign Type / Circle one:** Attached Monument Freestanding Other: \_\_\_\_\_  
**(Describe in detail)**

## Building Information

Facade Located/Circle one: Front Rear Right side/front facing Left side/front facing  
Length: \_\_\_\_\_ Height: \_\_\_\_\_ **Total Sq. footage:** \_\_\_\_\_

**If applicable provide info. for any signs on the same parcel. List: type/size/location**

## Additional Information Required

1. Drawing or photo with dimensions of proposed sign
2. Drawing or photo showing building(façade) elevations including dimensions

**I certify that the information contained on this form is complete and accurate and the required additional information listed above has been provided.**

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

(If different than Applicant)

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Pymt Rec'd \_\_\_\_\_

\*Additional information can be obtained from the Middletown Sign Ordinance @ [www.cityofmiddletownky.org](http://www.cityofmiddletownky.org)

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## FEES

- Sign Fees: \$1.00 per square foot, \$50.00 minimum
- Banners: No charge

## HISTORIC DISTRICT

- Historic District: Maximum sign or banner size is 12 sq. ft.
- Pole Signs: Maximum 5' in height and 6 sq. ft. in area
- Further restrictions for the Historic District may apply, see the City of Middletown sign ordinances or Tracy Dohn at City hall (502) 245-2762

## TEMPORARY BANNERS

- No charge
- New Businesses are allowed 30 days at the opening of the business
- Temporary banners are allowed 3 times per year for 10 days each
- Banners cannot exceed 32 sq. ft./12 sq. ft. for Historic District and cannot be freestanding.

**\*Prohibited signs and banners include: portable signs, balloons, mechanical reader boards, small freestanding signs, temporary freestanding signs, outdoor advertising signs such as yard stick up signs, and no flags except the American Flag. Any questions regarding what is acceptable may be found in the City Ordinances or by calling Tracy Dohn at City Hall (502) 245-2762.**