



**CITY OF FRANKLIN APPLICATION CHECKLIST**

If you have questions about the application materials please contact the planning department.

**REQUIRED APPLICATION MATERIALS**

- Application Form.** This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- Application Fee.** General Application fee of \$50 per sign, payable to the City of Franklin. Note: if the Sign Plan Review requires Plan Commission, Community Development Authority, or Economic Development Commission approval, please fill out separate "Plan Commission Application".
- Permit Fee per Sign.** In addition, the applicant shall pay a permit fee per sign based on the following schedule which is determined by the sign face size for each sign:
  - 8 square feet or less: \$40
  - >9 up to 50 square feet: \$75
  - >50 up to 100 square feet: \$100
  - >100 up to 150 square feet: \$150
  - >150 square feet: \$150 plus \$25 for each additional 100 square feet
  - Additional fee for illuminated sign: \$50 each sign
  - Reinspection fee: \$75 per inspection
  - Failure to call for required inspection: \$100
  - Mobile or temporary sign: \$75 each permit or renewal
  - Failure to obtain a permit before starting work: First offense: Triple fees (3X), and subsequent offenses: Quadruple fees (4X)
  - Technology fees: (1) Permit Fee is less than \$100: \$4.00 per permit (2) Permit fee is \$100 or more: \$7.00 per permit
- Maximum Allowable Sign Area.** The applicant shall submit completed calculations using both calculation methods below:
  - Calculation of Gross Allowable Sign Area.** If the property is located on a corner, use the longest street side only, do not add street frontages together. The Building Side used must be the side parallel to the same street side used.
    - a. Property Frontage Method: Property Frontage (in feet) x 0.8 = Gross Sign Area
    - b. Building Frontage Method: Building Frontage (in feet) x 1.5 = Gross Sign Area
 The Maximum Allowable Sign Area is the larger of the two calculations.
- Sign Location Drawing.** Provide a location drawing to scale or a Plat of Survey of the property location of the proposed sign(s). The following items are required on the drawing: Identification of adjacent streets; driveways; location of all buildings; proposed location of sign(s); setback distances of the sign(s) to lot lines; distance from sign to all buildings and all other signs; location of streets if property is corner lot; identification of each sign location by number.
- Mobile Signs.** Such signs are limited to a maximum of 30 days per application. No more than three (3) 30-day temporary sign permits will be issued per property per year. Lights for such signs shall be continuously illuminated and flashing or chasing lights are not permitted. Lights shall not be red, amber or green in color. Wiring used for such signs shall comply with Franklin Electrical Code, subject to Electrical Permit issuance.
- Sign Drawings.** Applicants shall provide color renderings or color photographs depicting the sign face and showing dimensions of each sign.

FOR OFFICE USE	SIGN #	TYPE POLE, PYLON, WALL, MONUMENT	DIMENSIONS OF SIGN FACE (w x L)	SIGN AREA (sq.ft)	TOTAL HEIGHT	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	1							\$
	<b>SIGN #</b>	<b>TYPE</b> POLE, PYLON, WALL, MONUMENT, ETC.	<b>DIMENSIONS OF SIGN FACE (w x L)</b>	<b>SIGN AREA (sq.ft)</b>	<b>TOTAL HEIGHT</b>	<b>ILLUMINATED Y/N</b>	<b>ILLUMINATION TYPE</b>	<b>ESTIMATED COST</b>
	2							\$
	<b>SIGN #</b>	<b>TYPE</b> POLE, PYLON, WALL, MONUMENT, ETC.	<b>DIMENSIONS OF SIGN FACE (w x L)</b>	<b>SIGN AREA (sq.ft)</b>	<b>TOTAL HEIGHT</b>	<b>ILLUMINATED Y/N</b>	<b>ILLUMINATION TYPE</b>	<b>ESTIMATED COST</b>
	3							\$
	<b>SIGN #</b>	<b>TYPE</b> POLE, PYLON, WALL, MONUMENT, ETC.	<b>DIMENSIONS OF SIGN FACE (w x L)</b>	<b>SIGN AREA (sq.ft)</b>	<b>TOTAL HEIGHT</b>	<b>ILLUMINATED Y/N</b>	<b>ILLUMINATION TYPE</b>	<b>ESTIMATED COST</b>
	4							\$
	<b>SIGN #</b>	<b>TYPE</b> POLE, PYLON, WALL, MONUMENT, ETC.	<b>DIMENSIONS OF SIGN FACE (w x L)</b>	<b>SIGN AREA (sq.ft)</b>	<b>TOTAL HEIGHT</b>	<b>ILLUMINATED Y/N</b>	<b>ILLUMINATION TYPE</b>	<b>ESTIMATED COST</b>
	5							\$
	<b>SIGN #</b>	<b>TYPE</b> POLE, PYLON, WALL, MONUMENT, ETC.	<b>DIMENSIONS OF SIGN FACE (w x L)</b>	<b>SIGN AREA (sq.ft)</b>	<b>TOTAL HEIGHT</b>	<b>ILLUMINATED Y/N</b>	<b>ILLUMINATION TYPE</b>	<b>ESTIMATED COST</b>
	6							\$