

DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION

UNIVERSITY VILLAGE OVERLAY DISTRICT
APPLICATION FOR SIGNAGE APPROVAL

SUBMITTED _____ CASE NO. _____
Date VRC use only

PLEASE ANSWER ALL QUESTIONS AND FURNISH ALL THE REQUIRED INFORMATION. THE APPLICATION WILL BE CONSIDERED READY FOR THE VILLAGE REVIEW COMMITTEE WHEN THE FOLLOWING ITEMS HAVE BEEN RECEIVED AND REVIEWED AT THE PLAN COMMISSION OFFICE. Check box next to each item (double-click boxes to check/uncheck)

- One copy of this form **TYPED AND COMPLETELY FILLED OUT**. The application is also available on-line at www.dmmpc.org in the Plan Commission section.

Applicant: _____

Address: _____ Phone: _____

Email: _____

Common Address of Property Involved:

Will certain variances be requested if Signage Plan approval is granted?
(If yes, list the variances)

Are there any private restrictions, easements, and/or covenants governing the property prohibiting the use as set forth in the Signage Plan?
(If answer is yes, attach copy of it and/or explain.)

Six (6) copies of the Signage Plan package which shows the following:

- Project elevation drawings on all sides from which signage is visible; elevations shall show all exterior materials and colors.
 Signage details. (materials, size, etc.)
 Signage lighting details.

THE MAPS and PLANS MUST BE DRAWN TO SCALE AND/OR BE PROPORTIONATELY ACCURATE. After review by the Plan Commission Office and/or the Village Review Committee, additional items may be requested in order for the Village Review Committee to determine compliance with the Overlay District regulations and guidelines.

- A check or money order for the filing fee of \$25.00. This fee is to be paid at the time the application is filed with the Plan Commission office, made payable to the **DMMPC**.

PLEASE PLAN TO ATTEND THE REVIEW MEETING. Should you be unable to do so, you may authorize someone to appear on your behalf who is knowledgeable about the project and capable of answering any questions the Review Committee may have. If neither you nor your representative can be present, you should contact the Plan Commission and ask that the meeting be continued. The Village Review Committee's action may occur at the review meeting or at a subsequent meeting. Every effort will be made to take final action within 20 days of the filing of a development plan. Submittal of all required and/or requested information will help to maintain the schedule for final action.

After the Village Review Committee takes action, findings will be forwarded to the City Building Commissioner and the Applicant.

For questions, call the Plan Commission at (765) 747-7740. Thank you.

AFFIDAVIT

(I or We) _____ being duly sworn, depose and say that I/we am/are:

- the owner(s)
- the developer
- the representative authorized/hired by the owner/developer

of property involved in this application and that the signatures, statements, and answers herein contained and the information herewith submitted are in all respects a true and correct representation of the proposed signage to the best of my/our knowledge and belief.

SIGNATURES: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires