



City of Belen
100 South Main Street
Belen, New Mexico 87002
505-966-2739

Permit #

Sign Permit Application

Name: _____

Address: _____

City, ST, Zip Code: _____

Home Phone: _____ Work Phone: _____

Site Location: _____

Total Square Footage of sign(s): _____

Present use of property _____ Property Zone _____

Legal Description

Township: _____ Range: _____ Section: _____ Map: _____

Tracts: _____

Lands of (if applicable): _____

Name and phone number of person, firm, corporation, or association erecting the sign: _____

Sign Information (Please attach the following information for all permanent signs)

1. Two Permanent copies of the plans are specifications drawn to scale and including:
 - A) The dimensions of the sign face and its supporting members and, where applicable, the dimensions and a photograph of the wall surface of the building to which it is to be attached.
 - B) A description of the materials used for construction of the sign.
 - C) The maximum height and minimum clearance of the sign.
 - D) The position of the sign in relation to the front of the building and to adjacent buildings, structures, or other signs.
 - E) Location of the sign in relation to boundaries of the lot upon which it is situated.
2. Written consent from the owner of the building, structure, or land to which or on which the sign structure is to be erected.
3. Any electrical permit and application required and issued for the sign.
4. A copy of the lease for property on which sign is located, if appropriate.

Applicant Signature _____ Date _____

Approved by _____ Date _____

Municipal Regulation Specialist _____ Date _____