



City of Belen  
100 South Main Street  
Belen, New Mexico 87002

<b>Permit #</b>

## Temporary 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 \_\_\_\_\_

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.

**5. 30 day permit**

**6. Limit 3 signs**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Municipal Regulation Specialist \_\_\_\_\_ Date \_\_\_\_\_