



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

Permit #

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. **Temporary Portable Signs (Placed within the City Limits) : Quantity of signs** _____

3. **\$ 10.00 for 30 day permit**

Applicant Signature _____ Date _____

Approved by _____ Date _____

Municipal Regulation Specialist _____ Date _____