



MASTER ADMINISTRATIVE REVIEW APPLICATION

GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT

109 SOUTH MCKINLEY, EMMETT, IDAHO 83617 WWW.GEMCOUNTY.ORG PHONE: (208) 365-5144

TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY.)

- | | | |
|--|--|--|
| <input type="checkbox"/> ALTERNATIVE COMPLIANCE (LANDSCAPE PLAN) | <input type="checkbox"/> FLOODPLAIN DEVELOPMENT PERMIT | <input checked="" type="checkbox"/> SIGN PERMIT |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE | <input type="checkbox"/> PLAT TIME EXTENSION | <input type="checkbox"/> SUBDIVISION, FINAL |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE
W/ PRIOR APPROVAL | <input type="checkbox"/> PRIVATE ROAD APPLICATION | <input type="checkbox"/> SUBDIVISION, MINOR |
| <input type="checkbox"/> DIRECTOR DETERMINATION | <input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT | <input type="checkbox"/> TEMPORARY HARDSHIP PERMIT |
| <input type="checkbox"/> DESIGN REVIEW ADMINISTRATOR APPROVAL | <input type="checkbox"/> SECONDARY DWELLING SITE PLAN | <input type="checkbox"/> TEMPORARY USE PERMIT |

PROJECT NAME: _____

SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____

Subdivision Name (if applicable): _____

Lot: _____ Block: _____

Site Address: _____ City: _____

Tax Parcel Number(s): _____ Current Zoning: _____ Current Land Use: _____

PROPERTY OWNER:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

I consent to this application and allow Development Services staff to enter the property for site inspections related to this application.

I certify that the information in this application is correct to the best of my knowledge.

Signature: (Owner)

Date

Signature: (Applicant)

Date

OFFICE USE ONLY

File No.:

Received By:

Date:

Fee:

Receipt No:



GEM COUNTY

DEVELOPMENT SERVICES DEPARTMENT

109 SOUTH MCKINLEY
EMMETT, IDAHO 83617
(208)365-5144
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SIGN PERMIT APPLICATION

To Be Completed by Staff		Permit No. _____
Owner / Proprietor: _____		Business / Entity: _____
Fee Amount Paid: _____	Date Paid: _____	Sign Plan Submitted: _____
Application Accepted By: _____		Date Received: _____
Application Approved By: _____		Date Approved: _____

- **This application is not a complete copy of the Ordinance Chapter 10 Re: Sign. Staff recommends that the applicant review the ordinance in its entirety. Signs cannot be placed at the land use site until the sign permit application has been reviewed, approved, and the sign permit has been issued.**

→ **A sign plan shall be included with the application and contain the following information:**

- Materials to be used in manufacturing and constructing the sign.
- Sign Size, message size or field of lettering, *and* proportions.
- Lettering size or graphic style.
- Design features other than lettering such as symbols, logos, etc.
- Colors scheme.
- Lighting, if proposed.
- Location of each sign on the building(s) and/or property (include height of sign).

Sign plans shall be drawn neatly to scale to present a clear and accurate picture of the proposal. The sign plan will be reviewed for compliance with the following standards:

Section 10-7 Standards:

- No rotating beam, beacon or flashing illumination that may resemble an emergency light shall be used with any sign display.
 - No blinking, rotating or moving parts or components on temporary or permanent signs.
 - Signs shall not have pennants, balloons or portable signs or wheeled trailers.
 - Signs may be lighted by shielded or directed light sources.
- It shall be the responsibility of the owner of the property and/or improvements to remove any sign or signs where the associated land use has been discontinued for more than ninety (90) days. If a one-time event, the removal of signs shall take place within seven (7) days after the event closure.
- If a preview sign has been erected for a future use it shall be a business that has received a Special Use Permit to operate and meet the provisions of the sign ordinance. If the use is permitted the preview sign must also meet the sign ordinance requirements.
- The size shall be not greater than thirty-two (32) square feet per face, for example that of 4' x 8'.
 - Cut-out or molded letters, or advertising when applied to buildings, shall be not greater than thirty-two (32) square feet field on the building.

- The design shall incorporate a well thought out, layout design with clean lines and an uncluttered appearance.
- The sign construction shall be completed in a workmanlike quality manner.
- The message may include: service, business, owner name, address, telephone number, a logo, or graphic illustration of the product(s) or service(s) offered.
- On ground mounted signs, the top of the signs shall be mounted not more than ten (10) feet off the ground.
 - If the street/road elevation is greater than the elevation of the mounting site, the street/road elevation may be used to determine the height.
 - The total height of the mounting structure shall be no greater than twelve (12) feet.
 - The intent is to keep the sign within the vision triangle of the motor vehicles. Special attention must be given to the placement of signs near intersecting roads to assure there is no obstruction of vision from any vehicle.
- No more than three (3) permanent signs may be placed at a given land use.
 - One sign is allowed on the building
 - One two-way sign or two one-way signs facing each direction are allowed in the land use area.
- For Commercial Malls or Planned Unit Developments (industrial or commercial or a combination of land use) not more than one ground mounted sign structure shall be allowed on each road or street frontage. The sign may be used as land use and occupant identification signs.
 - Projecting or a swinging sign is not allowed.
 - One sign shall be allowed to be mounted flat to the building front of each shop, store or land use.
- No sign or sign structure, for any purpose other than approved County, State and Federal signs shall be placed upon any County street or highway right-of-way.
 - At no time shall any sign be mounted or affixed to any utility pole or structure other than as may be required by the utility owner or law.
- In Gem County, in a Mixed Use Zone, signage must be applied for as part of the Special Use Permit process.
- If placed inside a window, flashing signs must be not less than three hundred (300) feet from any residentially zoned lot.
 - Distance shall refer to the lineal measurement in any direction with relation to the street that the sign faces.
- At no time shall a sign or portions of it be allowed to project above the roofline of the building on which the sign is mounted.
- Outdoor Advertising signs are prohibited in unincorporated areas of Gem County.
- Signs not regulated by this Chapter: An application for any sign or advertising display or structure for which no specific regulation appears in this Ordinance shall receive appropriate Planning and Zoning and Building Department staff review as outlined in this chapter and by the Gem County Zoning and Subdivision Ordinance, if not exempt.
- Any signs placed along State Highway 16 or Highway 52, must meet the standards of the Department of Transportation and Gem County. Call the Idaho Department of Transportation at 334-8355 for their requirements.

Section 10-8 Land Use Standard for Signage

- Agricultural Use: One (1) Two-way or two (2) one-way signs each not to exceed 32 square feet per face.
- Residential Subdivision Entry(s): One (1) identification sign at two (2) entries not to exceed 32 square feet per face.
- Commercial Business: One (1) two-way or two (2) one-way identification signs each not to exceed 32 square feet per face.
- Recreation or Forestry Use: One (1) identification sign, not to exceed 32 square feet per face.
- Residential Use: One (1) identification sign, not to exceed six (6) square feet per face – exempt from permit requirements.

Section 10-9 Enforcement (b) Abandoned Use Signs

- A sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business it identifies is no longer conducted on the premise.

Section 6-5 (P) Home Occupation

- There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation other than one sign, not exceeding four (4) square feet in area, non-illuminated and mounted flat against the wall of the principal building. A freestanding sign that does not exceed six (6) square feet in size will be allowed unless the property lies within the Area of City Impact. For said properties, no freestanding sign is permitted. All other sign requirements as delineated in Chapter 10 must be followed.

Submit the completed application form, the sign plan, and any other information needed to complete the application review with the **\$60.00 application fee** to: Gem County Planning & Zoning, 109 South McKinley, Emmett, ID 83617. If you have questions call (208) 365-5144.