



CITY OF MIDDLETOWN

11803 OLD SHELBYVILLE ROAD
MIDDLETOWN, KY 40243

SIGN PERMIT

Each individual sign requires a permit

New Business _____
Existing Business _____

Name of Business: _____

Contact Name: _____

Address of Business: _____

Phone: _____ Email: _____

Sign Contractor: _____ Phone: _____

Property Owner _____ Phone: _____

(If different than Business Owner)

*****MURALS/PUBLIC ART-Must obtain prior approval from City of Middletown Commission***
Please refer to Sign Ordinance 152.080, for regulations, design recommendations, and instructions for application.**

Proposed Sign Information (See Sign Ordinance for Historic District restrictions)

Sign height & length _____

Total Sq. Footage _____ (Not to exceed 10% of the facade)

LED Y/N _____ Illuminated Y/N _____

Sign Type / Circle one: Attached Monument Freestanding Other: _____
(Describe in detail)

SIGNS MAY NOT BE PLACED IN THE RIGHT OF WAY

Building Information

Facade Located/Circle one: Front Rear Right side/front facing Left side/front facing

Length: _____ Height: _____ Total Sq. footage: _____

If applicable provide information for any signs on the same parcel. List: type/size/location

Additional Information Required

1. Drawing or photo with dimensions of proposed sign
2. Drawing or photo showing building(façade) elevations including dimensions

I certify that the information contained on this form is complete and accurate, and the required additional information listed above has been provided.

Signature of Applicant _____

Print Name _____ Date _____

Signature of Property Owner (if different than applicant) _____

Approved By _____ Date _____ Paid _____

You must be in compliance with your Middletown Property Taxes, Business License and Occupational taxes before a sign permit is approved.

CITY OF MIDDLETOWN

Sign Permit, page 2

*Additional information may be obtained from the Middletown Sign Ordinance @

www.cityofmiddletownky.org

FEES

- **Sign Fees:** \$1.00 per square foot, \$50.00 minimum
- **Banners:** No charge

HISTORIC DISTRICT

- **Historic District:** Maximum sign or banner size is 12 sq. ft.
- **Pole Signs:** Maximum 5' in height and 6 sq. ft. in area
- **Further restrictions for the Historic District may apply, see the City of Middletown sign ordinances or Tracy Dohn at City hall (502) 245-2762 or tracy@cityofmiddletownky.org**
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TEMPORARY BANNERS

- No charge
- New Businesses are allowed 30 days at the opening of the business
- Temporary banners are allowed 3 times per year for 10 days each
- Banners cannot exceed 32 sq. ft./12 sq. ft. for Historic District and cannot be freestanding.

***Prohibited signs and banners include: portable signs, balloons, mechanical reader boards, small freestanding signs, temporary freestanding signs, outdoor advertising signs such as yard stick up signs, and no flags except the American Flag. Any questions regarding what is acceptable may be found in the City Ordinances or by calling Tracy Dohn at City Hall (502) 245-2762.**