



520 3rd Street, Suite 140

Brookings, SD 57006

605.692.6629

www.cityofbrookings.org

SIGN PERMIT APPLICATION & CHECKLIST

Owner:

Applicant:

Phone Number:

Email:

Address & Legal Description:

Type of Sign:

Proposed Sign Square Footage:

Sign Height:

Type of Sign: Permanent Temporary

Name of the project, owner, developer information:

Scale, north arrow, property lines/dimensions, legal description, address if known:

Location of existing and proposed structures:

Setbacks & dimensions to property lines at the closest point:

Required greenspace areas/buffers:

Show and label easements:

Access/driveway locations and dimensions, drive aisle dimensions, sidewalks, drive thru stacking areas:

Location of trash containers and enclosures:

Parking ratio, parking spaces, and dimensions:

Square footage of surfaced area not including building (used for required tree plantings):

Square footage of parking area:

Location of any docks or garage doors:

Locations, identification, and sizes of existing and proposed trees, shrubs and other vegetation:

Foundation planting along building facing right-of-way:

Location, width, and height of all earth berms, retaining walls/fencing, and signage:

Soil mix and depth for if parking lot islands are required:

Planting schedule:

**Signage requires separate permit*

Applicant Signature

Date
