



**City of Conway, Arkansas**  
Planning & Development Department

1201 Oak Street  
Conway, AR 72032  
(501) 450-6107

**SIGN PERMIT APPLICATION**

Applicants are advised to read the complete Sign Ordinance prior to completing and signing this form. The Sign Ordinance is available online at [www.conwayplanning.org](http://www.conwayplanning.org).

**Site plan showing placement of sign and rendering of sign showing correct dimensions are required with application. Additional documentation may be required by Sign Administrator.**

Date: \_\_\_\_\_

NOTE: Electrical and/or structural permits may be required. Please contact the Permits Office at 450-6107 for more information.

**Sign Company**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Phone \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Phone \_\_\_\_\_

**General Details**

**Sign Type**

**Name of Business** \_\_\_\_\_  Awning  Projecting  
**Address/Location of sign** \_\_\_\_\_  Banner  Under canopy  
Sign dimensions (height, length, width) \_\_\_\_\_  Monument  Wall  
Setback of sign from property line \_\_\_\_\_  Pole  Window  
Wall dimensions (for wall sign) \_\_\_\_\_ Other (type) \_\_\_\_\_  
Zoning Classification \_\_\_\_\_ Is sign in Historic/Old Conway District Yes\_\_\_ No\_\_\_

**READ CAREFULLY BEFORE SIGNING**

I, \_\_\_\_\_, do hereby certify that all information contained within this application is true and correct. I understand that the terms of the Sign Ordinance, Historic District/Old Conway Ordinances, and other pertinent Ordinances supersede the Sign Administrator's approval and that all signs must fully comply with all terms of said ordinances regardless of approval. I further certify that the proposed sign is authorized by the owner of the property and that I am authorized by the property owner to make this application. I understand that no sign may be placed in any public right-of-way. I understand that I must comply with all Building and Electrical Codes and that it is my responsibility to obtain all necessary building and electrical permits.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Administrator (or Designee) Approval

\_\_\_\_\_  
Date