

CITY OF LAWRENCEBURG



PLAN COMMISSION

Lawrenceburg City Administration Building
230 Walnut Street, PO Box 4166
Lawrenceburg, Indiana 47025

Office 812-532-3554
Fax 812-532-3559
E-mail mde@col-in.net
Web Page www.lawrenceburg-in.com

JIM CROOK Chairperson
MIKE LAWRENCE Vice-chairman
DENNIS FOLKE Secretary
PAUL SEYMOUR Sr.
AARON COOK
MEL DAVIS
JANE POPE

Michael D. Clark
Zoning Director

Joe Johns
Zoning Attorney

Blade Sign Grant Process

	YES	NO	N/A
1. Located in Levee Business District	_____	_____	_____
2. Pre-application Conference	_____	_____	_____
3. Lawrenceburg City Business License	_____	_____	_____
4. Procure Final Design	_____	_____	_____
5. Obtain Committee Design Approval	_____	_____	_____
5 Historic Preservation Certificate of Appropriateness	_____	_____	_____
7. Right-of-way Encroachment License	_____	_____	_____
8. Improvement Location Permit (SIGNAGE)	_____	_____	_____
9. Development Standards Variance	_____	_____	_____
10. Building Permit	_____	_____	_____
11. Professional Installation	_____	_____	_____
12. Building Department Release	_____	_____	_____
13. Invoice & Reimbursement	_____	_____	_____

***Lawrenceburg
Downtown Partnership
Committee***

***Blade Sign Grant
Package***

Lawrenceburg Downtown Partnership Committee Blade Sign Grant Guidelines



The City of Lawrenceburg Downtown Partnership Committee is sponsoring a Business Signage Grant Program intended to stimulate improvements to the exterior of downtown commercial buildings.

The Downtown Partnership Committee was formed as a result of HyettPalma's Downtown Action Agenda, with a general mission of economic enhancement in a defined "project area" of Downtown Lawrenceburg. The ultimate success of the partnership is dependent upon private sector commitment. Merchants, building owners, residents, professionals and investors can all benefit by improving the condition of their buildings and the condition of the downtown district. For a copy of the Downtown Action Agenda; visit: Lawrenceburg-in.com

The signage grant program is intended to stimulate improvements to commercial buildings within the Levee District (see attached map) by providing an innovative financing mechanism. This program represents an opportunity to provide and successfully implement signage improvements that will result in a more attractive downtown.

Purpose:

- To enhance the exterior condition and appeal of businesses in the Lawrenceburg Levee District.
- Restore the historic character of buildings within the district.
- Emphasize the historical significance and uniqueness of downtown.
- Improve private assets of the district by revitalizing distinctiveness and integrity of downtown.

Eligibility

- Blade signs appropriate for the façade improvement and architecture.
- Signs that are compatible with other building on the block and that adhere to the standards of Lawrenceburg City Codes and Ordinances.
- This program has been created to encourage the use of traditional blade signage. Signs must be: constructed of durable material, professionally crafted, mounted at least eight feet above the sidewalk as measured from the bottom edge of the sign and mounted at least two feet back from the curb as measured from the outside edge of the sign.

Ineligible Projects

- Structural Improvements
- Removal of architecturally important features.
- Other guidelines, as deemed appropriate by the Downtown Partnership Committee

Application process

In order to receive a sign grant the building owner or tenant approved by the building owner, shall proceed with the following:

1. Attend a pre-application conference with City of Lawrenceburg Director of Planning and Zoning.
2. Review the design guidelines
3. Complete and submit the Grant Application forms, including necessary permits
4. Submit cost estimates for the proposed sign, including bids provided by a contractor.

Applicants Responsibilities:

Applicant shall be responsible for payment of all permits and fees required by the City of Lawrenceburg Ordinance and Code.

Conditions of Approval

Design review will be completed by the Downtown Partnership Committee and will be performed in order of submission. Approval will be contingent upon available funds. The Downtown Partnership Committee reserves the right to refuse any sign at their discretion. The following criteria must also be met:

1. Blade sign must be placed on property within the Downtown Business District.
2. Blade sign must conform to the standards of the City of Lawrenceburg Ordinance and Code.
3. Properties must be current on all municipal taxes, including Business License Registration.
4. The structure must not be slated or under construction for demolition by any government agency, developer or property owner.
5. Property taxes must be current.
6. Funding is limited to one grant per business/storefront per 12 month period.
7. All work shall comply with city codes, particularly regarding vertical encroachment over public right-of-way and commercial signage.
8. Design work can be done by property owner but all installation work shall be performed by an insured contractor.
9. Funds provided by this program shall not be used for materials and/or labor purchased or begun prior to grant approval.
10. If applicable, written approval from landlord.
11. Proposed work must be completed within 6 months of grant approval.
12. Eligible expenses are:
 - Fabrication
 - Installation
13. Ineligible expenses are:
 - Debris disposal
 - Grant recipient or building owner labor
 - Permit fees

Funds must be repaid if all requirements are not met.

Approval Procedures:

1. Upon receipt of all application materials described above, city staff will sign off on the application and refer it to the Downtown Partnership Committee.
2. The Board will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Lawrenceburg Action Agenda.
3. If approved, City staff will contact the applicant and installation may begin after the Grant Approval Agreement is signed by the applicant.
4. If denied, the Downtown Partnership Committee will provide a written record of reason(s) for rejection. The Board may also include recommendations for steps that may be taken to receive approval.
5. Successful applicants must sign the Sign Grant Approval Agreement.

Payment Procedures:

1. Installation may begin only after the application is reviewed by the Downtown Partnership Committee. Any work done prior to formal approval will not be eligible for grant reimbursement.
2. Grants will be issued only after construction is complete. Projects must be completed within six (6) months of approval by the Downtown Partnership Committee or grant will be immediately withdrawn. Upon completion of a project City staff must be contacted for a site inspection. If the inspection finds that the project complies with all standards and conditions above and, with the pre-approved plans submitted with the application, the Downtown Partnership Committee shall provide funding as follows:

A. One hundred percent (100%) of the total cost of the bracket and installation up to a maximum contribution of \$1,000. The downtown partnership committee will retain full ownership of the bracket installed.

B. Fifty percent (50%) of the cost for the fabrication and installation of the sign up to a maximum contribution of \$1,500.

A representative of the Downtown Partnership Committee will monitor the progress of the project.

Final determination on placement shall be at the discretion of the committee.

Changes in approved design and/or work specifications must be approved by the Downtown Partnership Committee. The committee may approve or reject such changes.

The applicant and a representative from the Downtown Partnership Committee will conduct a final inspection prior to final reimbursement to the applicant.

Upon completion of the project and inspection by the Downtown Partnership Committee representative, funds will be distributed on a reimbursement basis. Copies of all applicable invoices and proof of payment must be submitted prior to reimbursement.

For any contractors used, a written invoice must be provided to the Downtown Partnership Committee before funds will be granted. If a contractor is not used for the design of the sign, receipts must be provided to the Downtown Partnership Committee before a reimbursement will be issued. Only materials may be reimbursed for designs that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within thirty (30) days from the date of invoice receipt.

Deviation from an approved plan may disqualify the applicant from this grant program. In addition, the applicant must verify and understands that it may be liable for reimbursement of the total cost of the sign grant if the business for which the sign grant is issued under these guidelines does not remain in the business in Lawrenceburg for a total of one (1) year from the date of the approval of the sign grant.

Design Guidelines

Signs:

The total aggregate area for all projecting signs on a building shall not be greater than one (1) square foot for each lineal foot of building frontage not to exceed 15 square feet. In the case of more than one frontage, the frontage having an entrance/exit open to the general public shall be used to determine building frontage. The sign designs shall be reviewed by the Historic Preservation Commission, Director and Planning and Zoning and Building Commissioner and recommended to the Downtown Partnership Committee for approval.

- A. Rectangular, straight-edged, and oval signs are the preferred shape for signs; however, signs with highly stylized, curvilinear edges are encouraged if they are designed in a historic motif.
- B. Sign graphics shall be carved, applied, painted, or stained.
- C. Sign graphics shall be simple and bold.
- D. The number of colors used on signs shall be minimized for maximum effect. Six (6) colors including the background color is the maximum. Fluorescent colors are not permitted. Custom neon lights that fit other criteria are acceptable.
- F. Reader boards and electronic messaging systems are not permitted
- G. Vinyl banners or other signage on a flexible substrate are not permitted.
- H. Signs that detract from the historic appeal of the downtown as determined by the review committee are not permitted.

Installation:

Installation of projecting signs shall be compatible with the architecture of the building and shall be below the sill of the second story windows or below the roof line, eave, or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight (8) feet from the ground level.

A. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; obstruct any required light or ventilation, and shall provide adequate vision clearance.

B. Any projecting sign shall be located no less than eight (8) feet above the sidewalk as measured from the bottom edge of the sign.

C. All installation of projecting signs and brackets shall be in compliance with the City of Lawrenceburg code standards and requirements. Signs and brackets shall be installed per engineer/manufacture mounting instructions.

The applicant must discuss their project with the City of Lawrenceburg Planning and Zoning Department prior to submitting an application. Questions and applications shall be submitted to:

Mike Clark, Dept. of Planning & Zoning
230 Walnut Street
Lawrenceburg, IN 47025
mdc@col-in.net 812-532-3554

The details of the Downtown Partnership Committee Grant Program may be amended subject to the formal approval by a majority of the Committee members.

The Downtown Partnership Committee will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

The Downtown Partnership Committee Grant Program cannot be combined with Lawrenceburg Main Street Sign and Awning Program or any other publicly funded program.

The Downtown Partnership Committee may be subject to open door laws and any documentation associated with the committee such as grant applications, proposals, etc. may be made public.

Lawrenceburg
Downtown Partnership
Committee

Blade Sign Grant
Application

Lawrenceburg Downtown Partnership Committee
 Blade Sign Grant
 Application



Make Time For Southeast Indiana's Gateway City.

Grant application including attachment must be completed and returned to:

Eric Kranz
 Dearborn County Chamber of Commerce
 320 Walnut Street
 Lawrenceburg, IN 47025

Applications will be accepted in-person or by mail only. Fax or email will not be accepted.

Please submit 6 signed copies of the application and all attachments.

Applicant's Name:
Email:
Phone:
Mailing Address:
Business Name:
Business address where sign is to be installed:
How long have you been in business? ____years ____months
How long have you been in current location? ____years ____months
Tax status of business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation (indicate designation) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Non profit <input type="checkbox"/> Other _____
Federal Tax ID #
City of Lawrenceburg business license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will this be a projecting sign? (Visible from both directions): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will lettering and graphics be visible from both sides?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Signage materials:
Signage colors:
Name and address of sign-maker:
Name and address of installer: Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of any other applicable contractors: Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Cost of Project: \$ Bracket: Sign: Labor:
Grant Amount Requested:
Please check one: <input type="checkbox"/> Property Owner <input type="checkbox"/> Renter: When does your current lease expire?
Project Cost: \$_____
Anticipated Start Date: _____ Anticipated Completion Date: _____
Description of sign placement:

Funds must be repaid if all requirements are not met.

Applicant Checklist

- Meets eligibility requirements
- Pre-Application conference with City of Lawrenceburg Director of Planning and Zoning and Building Inspector
- Attachment: Labor and Materials estimates-plans drawn to scale, dimensions, description of all materials, colors, illustrate how sign will be attached to building and explanation of how sign will be lit (if applicable)

- Meets conditions of approval
- Landlord's written approval attached (if applicable)
- Meets design guidelines
- Attachment: Photographic rendering of proposed signage
- Attachment: Proposed budget and detailed cost estimate of work.
- Attachment: Certificates of insurance (all contractors)

- ❖ Application must adhere to all "Blade Sign Grant Guidelines".
- ❖ Application and associated documentation are subject to open door policies and can be made public at any time.
- ❖ Deviation from an approved plan may disqualify the applicant.
- ❖ Approval contingent upon available funds.

 Lawrenceburg Zoning Director / Lawrenceburg Historic Preservation Administrator: Mike Clark Date

 Lawrenceburg Building Commissioner: Carl Fryman Date

 Applicant: Date

 Property Owner: Date

 Tom Palmer: Chairperson, Downtown Partnership Committee Date

Internal Use Only		
Application Received: Date _____	By _____	
Application Reviewed: Date _____	By _____	
Approved: Date _____		
Project Start Date _____		
Inspections _____	H.P.C. Certificate of Appropriateness# _____	
Due Date _____	Completed _____	Right of Way Encroachment License# _____
Due Date _____	Completed _____	Improvement Location Permit# _____
Due Date _____	Completed _____	Building Permit# _____
Project Completion Date _____		
Fund Distribution		
Date _____	Amount _____	
Date _____	Amount _____	
Date _____	Amount _____	

Lawrenceburg
Historic Preservation
Commission

Certificate of Appropriateness
Application

CITY OF LAWRENCEBURG



HISTORIC PRESERVATION COMMISSION

Lawrenceburg City Administration Building
230 Walnut Street, PO Box 4166
Lawrenceburg, Indiana 47025

Office 812-532-3554
Fax 812-532-3559
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PAUL SEYMOUR Jr. Chairman
DICK MARTIN Vice-chairman
MARIO TODD Treasurer

Michael D. Clark
Administrator

Joe Johns
Legal Council

APPLICATION NO. _____

APPLICATION FOR REVIEW BY THE LAWRENCEBURG H.P.C.

I, the undersigned, do hereby respectfully make application for your review of my request concerning the property described below.

PROJECT LOCATION:

OWNER'S INFORMATION:

NAME _____

ADDRESS _____

PHONE _____

FAX _____

CELL _____

EMAIL _____

CONTRACTOR / APPLICANT INFORMATION:

NAME _____

ADDRESS _____

PHONE _____

FAX _____

CELL _____

EMAIL _____

THE STRUCTURE IS LISTED ON THE L.H.P.C. HISTORIC STRUCTURE INVENTORY MAP

YES _____

NO _____

THE FOLLOWING IS REQUESTED:

CERTIFICATE OF APPROPRIATENESS (STAFF APPROVAL)

CERTIFICATE OF APPROPRIATENESS (L.H.P.C. APPROVAL)

DETAILED DESCRIPTION:

ADDITIONAL INFORMATION MAY BE ATTACHED TO BETER DESCRIBE THE PROJECT

I HEREBY GRANT THE L.H.P.C. MEMBERS OR STAFF TO ENTER UPON SAID PREMISIS TO INSPECT THE PROPOSED PROJECT, SOLEY IN PERFORMANCE OF THEIR DUTIES.

APPLICANT NAME:

printed

signature

DATE:

OFFICE USE ONLY

UTILITIES APPLIED FOR / APPROVED

(UTILITY DIRECTOR'S SIGNATURE)

CERTIFICATE OF APPROPRIATENESS # _____

ISSUED THIS _____ DAY OF _____ , _____

BY _____

(L.H.P.C. ADMINISTRATOR)

City of Lawrenceburg
Indiana, Southern Indiana
Historical, Cultural, Architectural
County of Dearborn }
Approved and accepted this 15th day of March, 2012

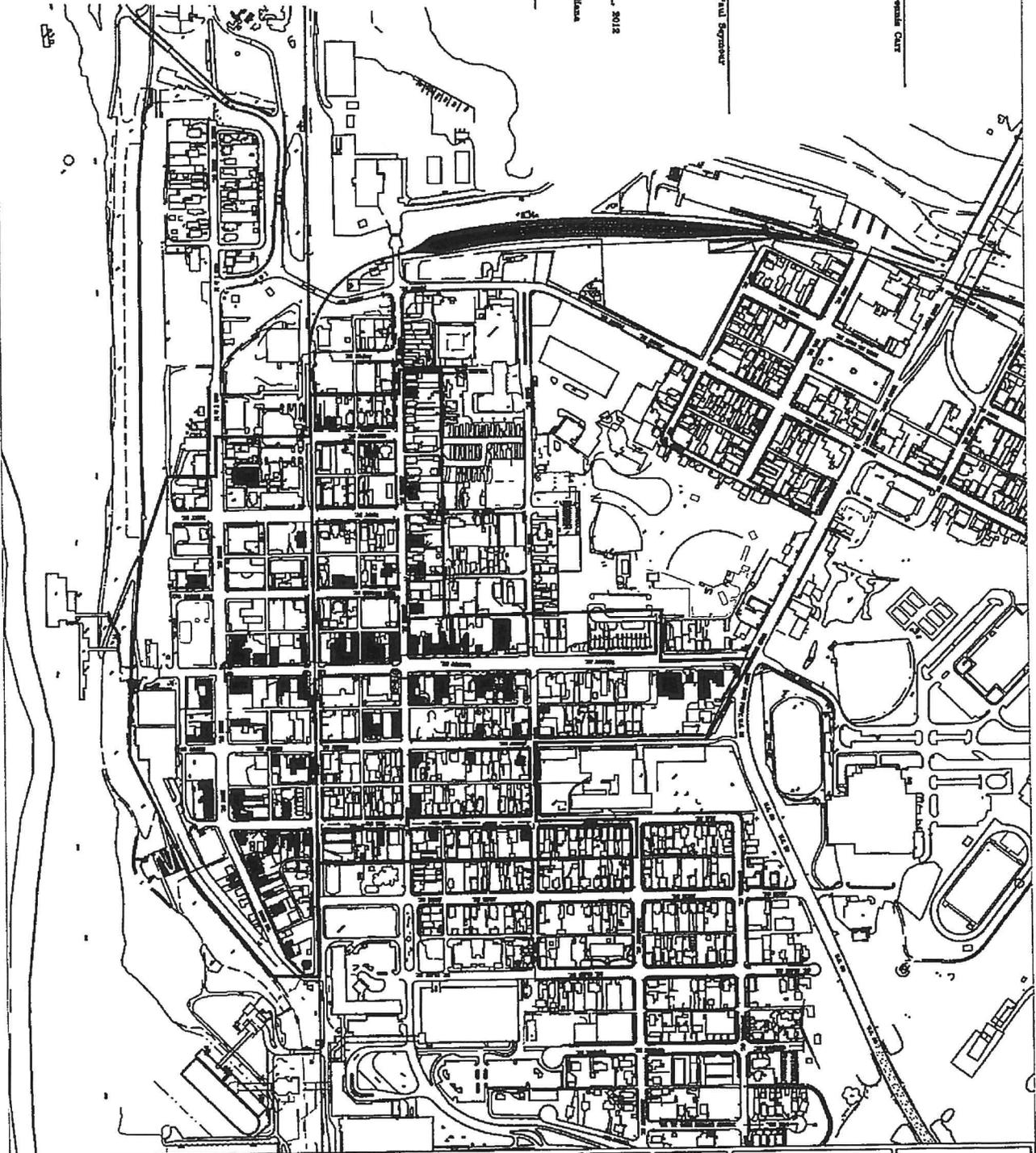
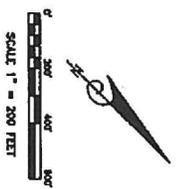
City of Lawrenceburg Common Council _____ Mayor Dennis Carr
Attest: _____ Clerk-Treasurer Linda Bruns

City of Lawrenceburg
Indiana Preservation Commission Certificate
State of Indiana
County of Dearborn }
Approved and accepted this 7th day of March, 2012

Indiana Preservation Commission Chairman _____ Paul Szymanski
Attest: _____ Administrator Miss Carr

County Recorder's Office
Recorded for recording this _____ day of _____ 2012
and recorded in plat exhibit _____ at _____
in the office of the Recorder of Dearborn County, Indiana

Gina Wright, Recorder of Dearborn County



SHEET 1 OF 1

LAWRENCEBURG HISTORIC PRESERVATION COMMISSION HISTORIC STRUCTURE INVENTORY MAP



DATE: 3-7-2012
DRAWN BY: [Name]
CHECKED BY: [Name]

City of Lawrenceburg
230 Walnut St
Lawrenceburg, Indiana
47025



Lawrenceburg

Advisory

Plan Commission

R/W Encroachment License,

Sign Application

&

Petitioner Notification Affidavit

CITY OF LAWRENCEBURG



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Right-of-way Encroachment License Application # _____

Project Location _____

Owner's Information:

Name _____

Street _____

City _____

Zip Code _____

Phone _____

Fax _____

Cell Phone _____

Project Description _____

Site Plan _____

Construction Drawing _____

Applicant Signature _____

Date _____

**LAWRENCEBURG
IMPROVEMENT LOCATION PERMIT
SIGN APPLICATION**

Application # _____ Date Received _____

Project Location: _____

1. The undersigned agrees that any construction, enlargement or alteration of any sign structure shall receive the proper permits and shall comply with and conform to all applicable laws of the State of Indiana, and the Zoning Ordinance of the City of Lawrenceburg, Indiana.

2. All applications for a sign permit shall be accompanied by the following items:

- a. Site plan showing location of sign/signs
- b. Drawing showing size and contents of signs/signs

3. Owner/Applicant:

Name: _____

Street: _____

City: _____ Zip _____

Phone: _____ Fax: _____

4. CONTRACTOR ERECTING SIGN

Name: _____

Street: _____

City: _____ Zip _____

Phone: _____ Fax _____

5. SIGN INFORMATION

A. Type of sign: _____

B. Placement:

Ground _____, Pole _____, Wall _____, Awning _____, Window _____

C. Type of Lighting: _____

D. Height Above Grade: _____

E. Dimensions:

Ground: _____ Sq. Ft. Pole: _____ Sq. Ft.

Wall: _____ Sq. Ft. Awning: _____ Sq. Ft.

Window: _____ Sq. Ft. Other: _____ Sq. Ft.

Proposed Total: _____ Sq. Ft.

F. Existing Signs:

Ground: _____ Sq. Ft. Pole: _____ Sq. Ft.

Wall: _____ Sq. Ft. Awning: _____ Sq. Ft.

Window: _____ Sq. Ft. Other: _____ Sq. Ft.

Existing Total: _____ Sq. Ft.

APPLICANT'S SIGNATURE _____

(Office Use Only)

Improvement Location Permit # _____ Date Issued _____

By (Zoning Officer's Signature) _____

Permit Fee \$ _____ Cash _____ Check # _____

Receipt # _____ Received By _____

CITY OF LAWRENCEBURG



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Petitioner Notification Affidavit

I (we) _____, petitioner or agent thereof, do hereby certify that written notice, by certified mail, has been sent to all property owners within two hundred (200) feet of the subject parcel(s), no less than ten (10) days prior to the meeting date of the Plan Commission / Board of Zoning Appeals of the City of Lawrenceburg, wherein the application will be reviewed. If the matter is continued to additional meetings, written notice may be sent to the same property owners at the discretion of the Plan Commission / Board of Zoning Appeals. Such notice shall state the date, time, place, and purpose of the meeting.

Owners Name:

Address:

I further attest and certify that this list is complete and accurate as of this date.

Petitioner or Agent Signature:

Date:

Subscribed and sworn before me this _____ day of _____, 201_____.

Notary Public

My commission expires _____

Residing in _____ County

Lawrenceburg

Building Commission

Building Permit

Application

BUILDING PERMIT APPLICATION

CITY OF LAWRENCEBURG/GREENDALE, INDIANA

PHONE: 812-532-3572

FAX 812-537-2759

Date: _____		Permit Number _____	
Owner:	Mail Address	Phone:	
Site Location:		Township:	
Contractor:	Mail Address	Phone:	
Architect or Engineer:	Mail Address	Phone:	License#:
Plumber:	Mail Address	Phone:	License#:
Electrician:	Mail Address	Phone:	
HVAC:	Mail Address	Phone:	
Foundation Contractor:	Lender:		
Describe Work:			
Valuation of Work:		Permit Fees:	

Notice:

This permit becomes null and void if work or construction, Authorized is not completed within 1 year after date of issuance.

ALL REQUESTS FOR INSPECTION RECD. AFTER 9 AM WILL BE PERFORMED ON THE FOLLOWING WORKING DAY. A MINIMUM OF 24 HRS NOTICE MUST BE GIVEN FOR AN INSPECTION. NOTICE WILL BE GIVEN IN PERSON OR BY TELEPHONE TO THE BLDG. COMM. OFFICE AT THE CITY OF LAWRENCEBURG ADMINISTRATION BUILDING.

I hereby certify that I have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified hereon or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further certify that the construction will not be used or occupied until a letter of substantial completion, per 675 IAC 12.6.6.10 GAR, has been recieved. Once recieved, a certificate of occupancy will be issued by the Building Commissioner of The City of Lawrenceburg, Indiana.

Email: _____

DATE _____

SIGNATURE OF CONTRACTOR/AGENT OWNER

Type of Const _____

Size of Bldg (Total sq. ft.) _____

No. of Dwelling units _____

Special Approvals	Req.	Received	N/R
Zoning			
Health Dept.			
BZA			
IDFBS			

Other conditions: No certificate of Occupancy will be issued until an approved "As-Built" has been received.

Other conditions (specify) _____

Occupancy designation _____

Location improvement #: _____

Plans checked by: _____

Commissioner: _____

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- Emphasize the historical significance and uniqueness of downtown.
- Improve private assets of the district by revitalizing distinctiveness and integrity of downtown.

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Design Guidelines

Signs:

The total aggregate area for all projecting signs on a building shall not be greater than one (1) square foot for each lineal foot of building frontage not to exceed 15 square feet. In the case of more than one frontage, the frontage having an entrance/exit open to the general public shall be used to determine building frontage. The sign designs shall be reviewed by the Historic Preservation Commission, Director and Planning and Zoning and Building Commissioner and recommended to the Downtown Partnership Committee for approval.

- A. Rectangular, straight-edged, and oval signs are the preferred shape for signs; however, signs with highly stylized, curvilinear edges are encouraged if they are designed in a historic motif.
- B. Sign graphics shall be carved, applied, painted, or stained.
- C. Sign graphics shall be simple and bold.
- D. The number of colors used on signs shall be minimized for maximum effect. Six (6) colors including the background color is the maximum. Fluorescent colors are not permitted. Custom neon lights that fit other criteria are acceptable.
- F. Reader boards and electronic messaging systems are not permitted
- G. Vinyl banners or other signage on a flexible substrate are not permitted.
- H. Signs that detract from the historic appeal of the downtown as determined by the review committee are not permitted.

Installation:

Installation of projecting signs shall be compatible with the architecture of the building and shall be below the sill of the second story windows or below the roof line, eave, or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight (8) feet from the ground level.

A. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; obstruct any required light or ventilation, and shall provide adequate vision clearance.

B. Any projecting sign shall be located no less than eight (8) feet above the sidewalk as measured from the bottom edge of the sign.

C. All installation of projecting signs and brackets shall be in compliance with the City of Lawrenceburg code standards and requirements. Signs and brackets shall be installed per engineer/manufacturer mounting instructions.

The applicant must discuss their project with the City of Lawrenceburg Planning and Zoning Department prior to submitting an application. Questions and applications shall be submitted to:

Mike Clark, Dept. of Planning & Zoning
230 Walnut Street
Lawrenceburg, IN 47025
mdc@col-in.net 812-532-3554

The details of the Downtown Partnership Committee Grant Program may be amended subject to the formal approval by a majority of the Committee members.

The Downtown Partnership Committee will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

The Downtown Partnership Committee Grant Program cannot be combined with Lawrenceburg Main Street Sign and Awning Program or any other publicly funded program.

The Downtown Partnership Committee may be subject to open door laws and any documentation associated with the committee such as grant applications, proposals, etc. may be made public.

Lawrenceburg Downtown Partnership Committee
 Blade Sign Grant
 Application



Grant application including attachment must be completed and returned to:

Eric Kranz
 Dearborn County Chamber of Commerce
 320 Walnut Street
 Lawrenceburg, IN 47025

Applications will be accepted in-person or by mail only. Fax or email will not be accepted.

Please submit 6 signed copies of the application and all attachments.

Applicant's Name:
Email:
Phone:
Mailing Address:
Business Name:
Business address where sign is to be installed:
How long have you been in business? ____years ____months
How long have you been in current location? ____years ____months
Tax status of business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation (indicate designation) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Non profit <input type="checkbox"/> Other _____
Federal Tax ID #
City of Lawrenceburg business license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will this be a projecting sign? (Visible from both directions): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will lettering and graphics be visible from both sides?: <input type="checkbox"/> Yes <input type="checkbox"/> No

Signage materials:
Signage colors:
Name and address of sign-maker:
Name and address of installer: Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of any other applicable contractors: Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Cost of Project: \$ Bracket: Sign: Labor:
Grant Amount Requested:
Please check one: <input type="checkbox"/> Property Owner <input type="checkbox"/> Renter: When does your current lease expire?
Project Cost: \$_____
Anticipated Start Date: Anticipated Completion Date:
Description of sign placement:

Funds must be repaid if all requirements are not met.

Applicant Checklist

- Meets eligibility requirements
- Pre-Application conference with City of Lawrenceburg Director of Planning and Zoning and Building Inspector
- Attachment: Labor and Materials estimates-plans drawn to scale, dimensions, description of all materials, colors, illustrate how sign will be attached to building and explanation of how sign will be lit (if applicable)

- Meets conditions of approval
- Landlord's written approval attached (if applicable)
- Meets design guidelines
- Attachment: Photographic rendering of proposed signage
- Attachment: Proposed budget and detailed cost estimate of work.
- Attachment: Certificates of insurance (all contractors)
- ❖ Application must adhere to all "Blade Sign Grant Guidelines".
- ❖ Application and associated documentation are subject to open door policies and can be made public at any time.
- ❖ Deviation from an approved plan may disqualify the applicant.
- ❖ Approval contingent upon available funds.

Lawrenceburg Zoning Director / Lawrenceburg Historic Preservation Administrator: Mike Clark Date

Lawrenceburg Building Commissioner: Carl Fryman Date

Applicant: Date

Property Owner: Date

Tom Palmer: Chairperson, Downtown Partnership Committee Date

Internal Use Only		
Application Received: Date _____	By _____	
Application Reviewed: Date _____	By _____	
Approved: Date _____		
Project Start Date _____		
Inspections _____	H.P.C. Certificate of Appropriateness# _____	
Due Date _____	Completed _____	Right of Way Encroachment License# _____
Due Date _____	Completed _____	Improvement Location Permit# _____
Due Date _____	Completed _____	Building Permit # _____
Project Completion Date _____		
Fund Distribution		
Date _____	Amount _____	
Date _____	Amount _____	
Date _____	Amount _____	