

TOW SIGN APPLICATION

LOCATION

Please provide the address → → →

PROPERTY OWNER INFORMATION

If Property Owner is the Applicant, Check Here →

☐

NAME:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

CONTACT PERSON:

()

Day

()

Evening

TELEPHONE NO'S:

()

Weekend

**SIGNATURE OF
APPLICANT:**

DATE:

Owner ☐

Lessee ☐

RELOCATOR INFORMATION

If the Relocator is the Applicant, Check Here →

☐

NAME:

ADDRESS:

CITY, STATE, ZIP:

CONTACT PERSON:

PHONE NO:

In the box to the right, please place a drawing of the lot - as well as where the tow signs will be placed.

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PERMIT FEES: \$60 TOW SIGN /// \$60 CHANGE OF LOCATOR /// OTHER FEES TBD

CITY OF DEKALB USE ONLY

APPROVED BY:

DATE:

FEE:

GUIDELINES

The following standards, among others, apply to signs installed after April 2, 1987. Please consult Chapter 35 of the Municipal Code for a complete review of all applicable specifications. The Director of the Community Development Department, or his/her designee, may allow variance to these specifications when the intent of the ordinance is satisfied.

The tow sign must:

- ✓ Be approximately 24 inches in height and 36 inches in width.
- ✓ Be securely affixed to an upright support or an exterior wall surface at the entrances to a parking area and additional conspicuous locations deemed appropriate by the Community Development Director or his/her designee.
- ✓ Be installed so that the bottom of the sign is no lower than 4 feet from the ground and no higher than 8 feet from the ground.
- ✓ Contain letters not less than 3 inches in height for all warnings and parking authorizations.
- ✓ Provide vivid contrast of letters and sign background color.
- ✓ Contain the name and telephone number of the relocater.
- ✓ Contain the maximum fee allowed to be charged for vehicle relocation and release, which is **\$170.00**.
- ✓ Be located in conformance with the yard setback requirements of the relevant zoning district.