



# Village of Corrales Planning and Zoning Department

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## APPLICATION FOR SIGN PERMIT

**Print or Type**

Project Address: \_\_\_\_\_ Zone Designation \_\_\_\_\_  
Number Street

Legal Description: \_\_\_\_\_  
Lot or Tract Block Subdivision or MRGCD Map #

**Type of Occupancy**     Commercial     Residential

**Sign Type**     Building mounted     Monument     Single     Composite     Directional  
 Other \_\_\_\_\_

Sign Location \_\_\_\_\_

**Size:** \_\_\_\_\_ SQFT X \_\_\_\_\_ SQFT X \_\_\_\_\_ SQFT = Total Area \_\_\_\_\_ SQFT  
Width Height # of sides

**Illumination Type**    Exterior  Yes  No    Interior  Yes  No     None

Property Owner \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: home \_\_\_\_\_ cell \_\_\_\_\_ email \_\_\_\_\_

Contractor Name \_\_\_\_\_ State License # \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: office \_\_\_\_\_ cell \_\_\_\_\_ email \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  Cash  Credit Card  Check \_\_\_\_\_ Receipt # \_\_\_\_\_

Zoning and Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # BPN \_\_\_\_\_

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## Sign Permit Guide

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1. All commercial, home occupation and real estate tour signs displayed in the Village of Corrales require a sign permit.
2. To obtain a sign permit provide the following:
  - a. Completed application for sign permit.
  - b. Drawings and illustration of sign face, showing height, width, lettering, design, etc.
  - c. Drawings showing the location of the sign on the property, building facade, wall or other location.
  - d. Site plan showing all buildings, adjacent roads, property lines, north arrow, fences, sign location. If sign is located on the wall or façade of a building, provide elevation of building showing the sign location. Drawing must include structural elements of sign if attached to a building or mounted on the ground. Any monument or pole mounted sign over 8' 0" must contain a design by a structural engineer.
  - e. The permittee shall show a Village Business License and proof that the property owner has given permission before a sign is issued.
  - f. Submit two copies of all drawings and plans with application. All drawings must be to scale.
  - g. Vision clearance for street corners or driveways must be followed as per Chapter 18 in the ordinance.
3. The fee is \$2.00 per square foot of sign area for commercial and home occupation signs.

*Sign area is determined by including all parts, words, illustrations, etc., in the measurements of a sign; the sign is to be considered one entity for the purpose of sign area determination, and separate measurements of detached letters, words, parts, illustrations, etc., is not allowed.*

4. The complete sign ordinance can be viewed at the Village Website [www.corrales-nm.org](http://www.corrales-nm.org) . Proceed to the Village Ordinance. The sign ordinance is located in Chapter 8.

**Note: This serves as only a guide**

### EXCERPTS FROM SIGN ORDINANCE

#### **Sec. 8-07. Permitted signs, size restrictions.**

Any sign not classified in this section is not permitted in any zone within the village.

- (1) Commercially zoned establishments may be permitted signs advertising the establishment, products sold, or services offered. The sum of the areas of these signs may not exceed 64 square feet of non-illuminated or externally illuminated area. Both sides of a back-to-back or V-shaped sign shall be included in calculating the permitted area of 64 square feet. Composite signs representing more than one commercial establishment shall be limited to 64 square feet per side in sign area. A business located in a commercial/shopping center may use a portion of its allotted 64 square feet in a composite sign that serves the commercial/shopping center. The commercial/shopping center shall not be considered a separate commercial establishment and therefore is entitled to an identification sign of no more than 20 square feet.
- (2) Agricultural products stands may be permitted signs not to exceed 64 square feet of non-illuminated area. Both sides of a back-to-back or V-shaped sign shall be included in calculating the permitted area of 64 square feet.
- (3) Signs related to political campaigns may be permitted prior to an election on any premise. No one political sign including all its sides shall exceed 16 square feet in sign area. Such signs shall not be placed more than **25 days prior to the election** and such signs shall be removed within three days after the election.
- (4) Home occupation signs not to exceed ten square feet per side may be permitted. Home occupation directional signs for premises off Corrales Road shall be limited to one pre premise with a maximum area of five square feet per side. This area shall be deducted from the total of ten square feet per side.
- (5) Builders may be permitted one contractor, one lending institution and one professional sign during the period of construction. The total area of these signs shall be limited to a maximum of 32 square feet.

- (6) Real estate signs:
- a. One sign not to exceed five square feet per side for each residential or commercial property may be permitted on the property for sale or lease.
  - b. In addition, three off-premises directional signs advertising:
    - 1 Either an open house, not to exceed five square feet per side in area, may be permitted between the hours of 1:00 and 5:00 p.m. on Saturday or Sunday provided that the owner of the property or agent representing the owner is present on the premises; or,
    - 2 A real estate tour for realtors may be permitted provided that a permit is obtained in accordance with section 8-96(a).
  - c. One informational off-premises sign, not to exceed ten square feet per side in area, may be permitted for each subdivision.
  - d. Real estate signs may not be erected prior to the date of platting of the project and must be removed after completion of the sale of individual lots by the realtor.
- (7) One permanent identification sign setting forth the name of a residential development center, which does not exceed 20 square feet per side in area, may be permitted.
- (8) Signs advertising public meetings, entertainments and civic events:
- a. The village will permit such permanent informational signs as required, which signs including all their sides shall not exceed 32 square feet in sign area.
  - b. Signs advertising meetings or events of nonprofit community organizations and associations shall be permitted, provided that the number of signs advertising such meetings or events is limited to no more than five in number; no one sign including all its sides shall exceed 16 square feet in sign area; such signs shall not be placed more than ten days prior to the meeting or event; and all such signs shall be removed within three days after the event.
  - c. For special events sponsored or supported by resolution of the Governing Body, one temporary banner will be allowed to be placed on Corrales Road for a period of up to one month prior to the event. Such a banner shall not exceed 48 square feet per side in area. There will also be permitted five information signs; no one sign shall exceed five square feet in sign area per side.
- (9) One informational off-premises sign not to exceed 12 square feet per side in area may be permitted; however, the area of such sign shall be included as a portion of the total allowable sign area for agriculturally commercially zoned or special use permitted businesses.
- (10) Residential name and street address signs which do not exceed two square feet per side in area may be permitted.