



**Planning & Community Development Department**

2 Park Drive South  
P.O. Box 5021  
Great Falls, MT 59403  
406-455-8430

**For Office Use Only:**

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

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

**BENCH SIGN PERMIT APPLICATION**

(Complete all applicable items)

\*\*\*\*\* One Application Per Bench Sign Location \*\*\*\*\*

**ADDRESS OF PROPERTY immediately adjacent to proposed bench sign location (or legal description of property, if no physical address has been assigned):**

\_\_\_\_\_

**BENCH SIGN CONTRACTOR (APPLICANT):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_ e-mail \_\_\_\_\_

**LEGAL OWNER(S) OR LEASEHOLDER of property immediately adjacent to proposed bench sign location at time of application:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

**Confirm the following documents have been provided:**

- ☐ 1. A detailed plot plan of the proposed bench sign location, neatly drawn with dimensions clearly marked and of sufficient clarity to determine compliance - showing streets, driveways, boulevard widths, property lines, existing sidewalk widths, distances from intersections and locations of nearby obstructions such as light/signal/sign poles, fire hydrants or structures.
- ☐ 2. A detailed schematic or drawing of the proposed bench, including full dimensions and materials.
- ☐ 3. If the concrete pad supporting the bench sign is not pre-existing, you may need a concrete inspection. The cost of any permits/inspections required for the pad is additional to the permit fee for the bench sign. Contact the City Engineering Division for more information at 711-1258.

**NOTE: ANY CHANGE IN LOCATION OF A PERMITTED BENCH SIGN**  
**REQUIRES A NEW APPLICATION AND PERMIT**

**Applicant Acknowledgement and Certification**

*The Applicant acknowledges and certifies as follows:*

***BENCH SIGN PLACEMENT REQUIREMENTS.** The Applicant has read and understands the requirements for placement and operation of bench signs within the City of Great Falls, as provided for in the Official Code of the City of Great Falls and attached to this Permit.*

***INSURANCE REQUIREMENTS.** The Applicant currently holds and will maintain insurance equal to that required by the City of Great Falls for a sign contractor Class B license (17.60.5.030.F OCCGF).*

***PERPETUAL COMPLIANCE.** The Applicant will ensure the bench sign will at all times remain in compliance with all relevant sections of the Official Code of the City of Great Falls – including but not limited to Title 17, Chapter 60 Sign Code, as well as Section 17.60.5.030.M regarding clear visibility triangle requirements. In particular, the Applicant certifies that the bench sign will be kept in clean, safe and usable condition as a bench.*

***ADA COMPLIANCE.** The Applicant will at all times ensure the bench sign remains in compliance with the Americans with Disabilities Act as it relates to accessibility of public rights-of-way, and specifically as it relates to sidewalk and curb ramp access.*

***TERM.** This permit shall be in full force and effect from the date of issuance until the end of the calendar year. Yearly renewal of the permit is automatic if annual fee is paid by January 15, Applicant maintains insurance and licensing, and bench sign otherwise remains in compliance. However, the permit may be revoked as provided for in Title 17, Chapter 60 of the Official Code of the City of Great Falls, or if voluntarily withdrawn by the Applicant. Revocation may be instigated for violations of City Code, safety concerns, deteriorated condition, withdrawal of permission by the adjacent property owner, or conditions that may relate to the safe and efficient operation of the public right-of-way. Should permit be revoked, no refunds of permit fee will be given.*

***CITY SAVED HARMLESS FROM CLAIMS. CITY SAVED HARMLESS FROM CLAIMS.** In accepting this permit the Applicant, its successors or assigns, agree to protect and save harmless the City of Great Falls, its officers, agents, servants and employees and assigns, from and against all claims, actions or damage of every kind and description which may accrue to, or be suffered by, any person or persons, corporations or property by reason of the performance of any such work, character of materials used or manner of installations, maintenance and operation or by the improper occupancy of the public right-of-way, and in case any suit or action is brought against the City and arising out of, or by reason of, any of the above causes, the Applicant, its/his successors or assigns, will, upon notice to it of the commencement of such action defend the same at its sole cost and expense and satisfy any judgment which may be rendered against the City in any such suit or action.*

***CITY NOT LIABLE FOR DAMAGE TO INSTALLATIONS.** In accepting this permit, the Applicant agrees to hold the City and State Of Montana harmless for any damage or injury done to the bench sign by a City or State of Montana employee engaged in construction, alteration, repair, maintenance or improvement of the adjoining street, sidewalk, boulevard or alleys. However, City will make reasonable efforts to inform bench sign owner of any anticipated impacts in advance.*

***INTEGRATION INTO LANDSCAPING.** Applicant shall not propose a bench sign location that impacts landscaping in the public right-of-way without prior permission and agreement of the Property owner or entity responsible for maintenance of the landscaping.*

<hr/>	<hr/>	<hr/>
<b>Applicant Signature</b>	<b>Applicant - print name</b>	<b>Date</b>

## Property Owner, Leaseholder or Authorized Agent Permission

I, the undersigned, hereby acknowledge that I am the owner or leaseholder, or the legal representative of the owner(s), of the Property described in the foregoing instrument, and hereby agree to the placement of a bench sign at the proposed location and understand that its removal may be requested by the Property Owner at any time.

Further, I acknowledge that placement may affect landscaping that I maintain and the Applicant has fully discussed the impact with me.

\_\_\_\_\_  
Property Owner or Representative Signature

\_\_\_\_\_  
Property Owner or Representative – print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's relationship to Property (if not owner)

***For City of Great Falls Use Only***

**PERMIT APPROVED BY:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Fee Due:</b>	<b>Date Fee Paid:</b>	<b>Date Returned for Compliance Revisions:</b>	<b>Central Business Core District Design fee (if applicable)</b>
\$77.55			\$32.31

(::Revised - April 28, 2021::)

## **BENCH SIGN CODE REQUIREMENTS**

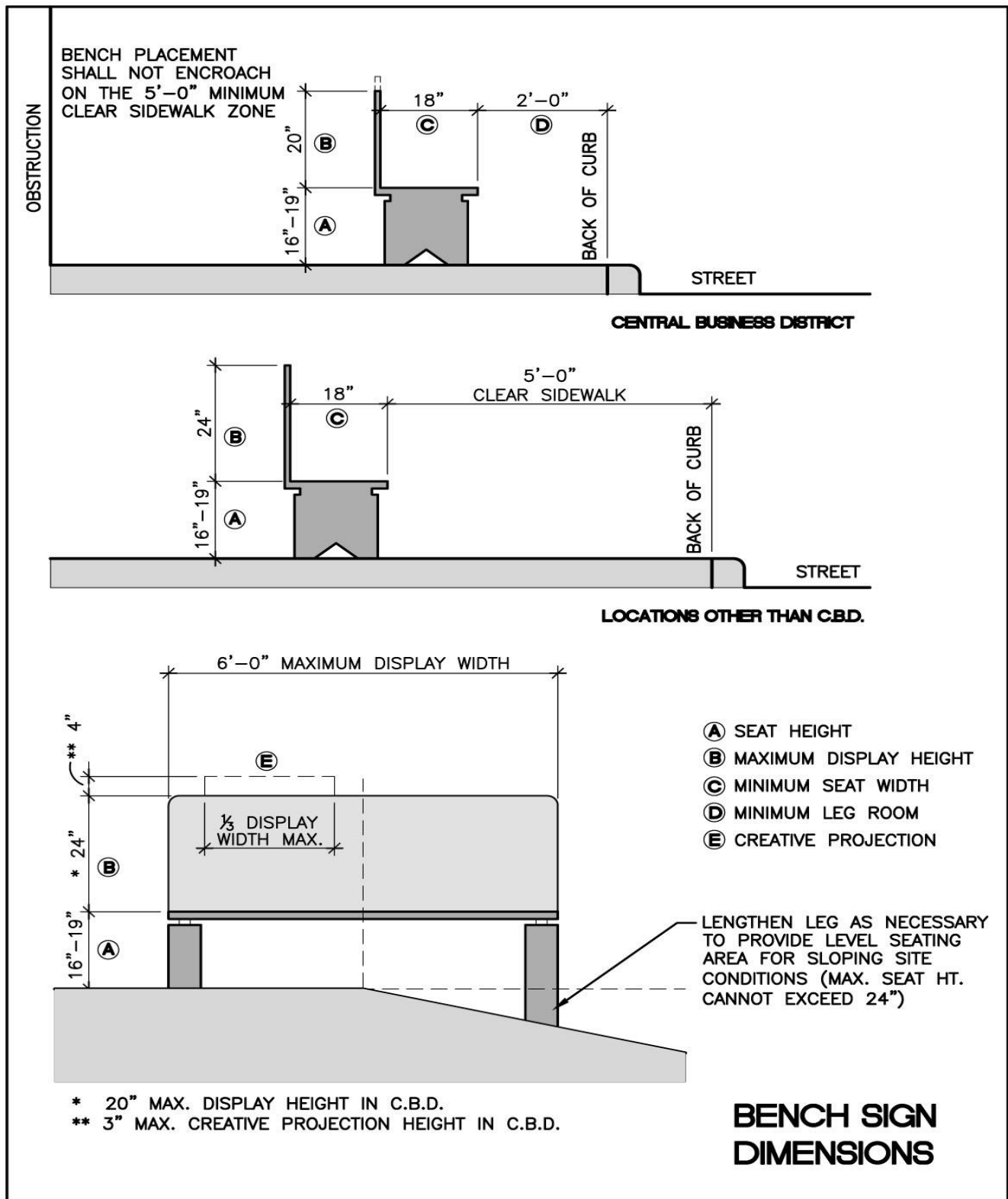
*(from Chapter 60 "Sign Code" of Title 17, Official Code of the City of Great Falls)*

### **17.60.5.030 Bench/transit shelter signs**

- A. Bench signs are defined as off-premise signs placed upon benches that are located on public property including sidewalks, surfaced boulevards and immediately adjacent private property. After the date of this ordinance bench signs in newly annexed areas will be limited to two (2) per intersection.
- B. Transit shelter signs are defined as off-premise signs placed upon transit shelters. Transit shelters are usually located upon public property including sidewalks, surfaced boulevards and immediately adjacent private property.
- C. Bench sign designs must be submitted in triplicate to the Planning and Community Development Department. Designs must be approved prior to permit issuance. Benches may be no longer than six (6) feet. They must be placed on concrete pads. A one-time design review fee as may be set by City Commission resolution for each bench design must be paid prior to permit issuance. (See Exhibit 60-15.)
- D. Transit shelters are permitted through Chapter 12.4.040. This chapter only pertains to the specific dimensional standards of signage upon a permitted shelter.
- E. Bench and Transit shelter signs in the Central Business Core District are limited to a total of fifty-six (56) sites in the district, and must be approved by the Planning and Community Development Department for compatibility with the streetscape program. A one-time design review fee as may be set by City Commission resolution for each bench sign design must be paid prior to permit issuance.
- F. Transit shelter signs are limited to a maximum of fifty (50) percent of the square footage of walls exposed to vehicular traffic (both parallel or perpendicular to the roadway).
- G. Bench and transit shelter sign permits are issued only to holders of insurance equal to that required for a specialty contractor license (working in the boulevard).
- H. The permit fee for occupancy of public space by the bench or transit shelter sign is established by a resolution of the City Commission. The annual fee per sign is payable one (1) year in advance and is due prior to permit issuance. The permit fee may be renewed annually by the permit holder by January 15th for the current year. Fees may not be pro-rated for periods less than one (1) year.
- I. The location of each bench or transit shelter sign must be approved by the Director of Planning and Community Development or designee. Location of bench may not be located closer than three (3) feet to a fire hydrant. A minimum of five (5) feet of sidewalk width must be left unobstructed. (See Exhibit 60-15)
- J. The owner, leaseholder or authorized agent of private property located nearest to the public property upon which the bench or transit shelter sign is proposed must approve the location by signing the permit application prior to permit issuance. The approval may be withdrawn at any time by contacting the Planning and Community Development Department. Bench locations may only be changed through submittal and approval of a new application.
- K. Bench or transit shelter signs are not permitted in districts of the City zoned residential unless the property has received an approved Conditional Use for offices, hospitals, medical clinics, worship facilities, or education facilities.
- L. Bench or transit shelter signs are permitted in the PLI district only with approval of the appropriate City department head or adjacent property owner if not a City-owned parcel.
- M. Bench/transit shelter signs placed in City parks by the Park and Recreation Department are exempt from the provisions of this section.
- N. The bench or transit shelter sign permit may be revoked at any time for lack of adequate maintenance or safety, after which the sign will be removed by the owner within seven (7) days. If not removed, the City may remove the sign. The sign owner may reclaim the sign within ten (10) working days of removal by paying removal costs as may be set by City Commission resolution. After such time, the sign may be destroyed.
- O. Bench or transit shelter signs are limited to one (1) bench or transit shelter sign per City block face not to exceed one (1) bench or transit shelter sign per adjoining premise.

(Ord. 3139, 2016; Ord. No. 3056, § 1, 8-17-2010)

## Exhibit 60-15 Bench Sign Dimensions



## CLEAR VISIBILITY TRIANGLE REQUIREMENTS

*(from Chapter 32 "Transportation Facilities" of Title 17, Official Code of the City of Great Falls)*

### **17.32.160 Intersection visibility**

- A. **Generally.** To provide motorists with a clear view of intersecting streets, alleys and driveways, nothing within the clear visibility triangle shall be erected, placed, parked, planted, or allowed to grow at a level between 2.5 feet and 8 feet above the adjoining street center line surface elevation. A tree whose branches are 8 feet or higher may be located in this area. (Ord. 2950, 2007)
- A. **Size.** The configuration of a clear visibility triangle is shown in Exhibit 32-5 and the length of each leg measured along the curbline or edge of roadway, (indicated on Exhibit 32-5 as "x") shall be 45 feet for street intersections, and 10 feet for alleys and 15 feet for driveways (Ord 2950, 2007)
- B. **Exemption.** Properties in the C-4 Central Business zoning district are required to comply with the provisions in this section unless compliance is not possible due to the setback of the building. (Ord 2950, 2007)

**Exhibit 32-5. Clear visibility triangle**

