



Signage Guidelines

Neighborhood grants for entry signage and accompanying landscaping or planters must be processed through Community Development and are subject to existing codes and review processes. It is crucial that you consult with planning staff prior to developing detailed plans to insure you understand the requirements before you invest your time and effort. Staff will direct you to resources to assist in the preparation of your application.

All projects need a **scale drawing** of the project area, with all **dimensions noted**, that include what is currently in place, what (if anything) will be removed, and what will be added:

- Existing turf, trees, shrubs, walls, plants, curbs, utility boxes, planters, etc.
- Proposed trees, shrubs, plants, noted using symbols that indicate size, variety
- A legend with symbols designating plant sizes, species, and quantities being proposed
- Irrigation source; retention plan if applicable
- Labelled property lines, right-of-way lines, and sight distance lines
- Elevations (black line drawings) for proposed walls, planters, gates, etc.
- Lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets, bulb type and proposed source of electrical feed.
- In addition to this plan, it is helpful to submit an aerial image of the project area (such as Google map with satellite image turned on)

Process:

1. Call/ meet with staff to discuss project
2. Submit Project Submittal Form along with plan (that includes the above) for Preliminary Site Plan review- as soon as possible - to allow for revisions that might impact bids
3. Staff will return plan with comments for revisions
4. Applicant makes revisions and submits with neighborhood grant application by April 23, 2018

Contact for signage projects:

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