

Development Services Department  
Planning Division

## SIGN PERMIT SUBMITTAL CHECKLIST

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. DEVELOPMENT SERVICES IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

### SIGN PERMIT APPLICATION

- Completed Project Submittal form with Property Owner information
- 2 – 8 ½” x 11” or 11”X17” scaled drawings of all proposed signage including:
  - Site Plan
    - Identify the location of the business on site
    - Identify property lines if a new freestanding sign is proposed
    - Identify freestanding sign location including setback dimensions as measured from the property lines and other relevant dimensions
    - Provide site address
    - Property line dimensions of each individual parcel adjacent to streets
  - Elevations
    - Provide a clean, clear blackline or colored elevation showing proposed location of signs and any existing signs for the business
    - Identify the dimensions of the sign on the building
    - Identify the horizontal and vertical background area surrounding the proposed sign
    - Identify the total height of the sign as measured from nearest adjacent curb
    - Identify the linear footage of the business frontage
  - Details
    - Provide an enlargement of proposed sign with dimensions
    - Provide description of sign (construction materials, illumination, colors, depth of return, etc.)
  - Section
    - Provide cross-section detail of building mounted sign and its attachment to the building
    - Provide cross-section detail of freestanding sign
- Fee