

**Applications without this information provided will be returned as incomplete**

### **Ground Sign(s)**

- **Application**
- **Property Owner Approval**
  - **Provide original signature of property owner on application or property owner signature on approved sign drawings**
- **Site Plan (with a dimensioned scale) showing:**
  - **Location of any existing and proposed sign(s) for the site. (Clearly delineate existing signs from those proposed. If any ground signs are being removed as part of the application, clearly indicate which signs)**
  - **Length/Dimension of property's frontage on any street(s).  
Length/Dimension of the sign's setback from the property line:**
  - **The leading edge of the sign must be setback a minimum of 12 feet from any property line and if the sign is to be installed near an intersection (driveway or street), the site plan must show that the sign is to be located outside the sight triangle.**
  - **The sight triangle is formed by the intersection of a street or alley right-of-way, access easement, and/or driveway pavements, and a line joining the points as a distance of 35 feet from the point of the intersection if the intersection is formed by streets and/or alleys and 15 feet if the intersection is formed by a street or alley and a driveway. Wherever a ROW has an arc, the measured distance begins at a point where the property lines are extended to their intersection (see sight triangle illustration found in the Zoning Ordinance).**
- **Landscape Plan**
  - **Dimensions of landscape area (at a minimum equal the size of the sign face)**
  - **Specify plant material (type, number, and location)**
- **Sign Drawings**
  - **3 sets of drawings**
  - **Dimensions (height & width) of all ground sign structures (include total height of structure from grade)**
  - **Separate dimensions for the sign face within the sign structure (refer to sign ordinance for sign face calculations)**
  - **Height of letters (all letters and logos must be at least 8-inches)**
- **For each sign, specify sign type (see below) and if illuminated, how it is illuminated**

**Sign Type**

<b>Internally Illuminated</b>	<b>Externally Illuminated</b>
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**Box Sign**

**Screened Box Sign w/raised or recessed letters**

**Distinctive Materials/Design Sign includes stone/brick signs structure with:**

**Individual channel letter sign mounted on raceway**

**Individual letter sign pin or flush mounted (non-illuminated, back-lit, or externally illuminated)**

- **Specify materials used in the construction of the sign**
- **External light fixture(s)**
  - **Cut-sheet , number & location of fixtures**
  - **Type of light source (metal halide, mercury vapor, etc)**
  - **Wattage of light source**

## Wall Sign(s)

- Application
- Property Owner Approval
  - Provide original signature of property owner on application or property owner signature on approved sign drawings
- Site Plan (with a dimensioned scale) showing:
  - Location of building/tenant space, including parking areas and/or parking/drive aisles associated with the building/tenant space
  - Dimensions (height, width, and/or length) of all exterior walls associated with tenant
  - Indicate if tenant has direct access into the unit from outside
- Sign Location
  - Location of any existing and proposed sign(s). (Clearly delineate existing signs from those proposed and provide size of existing signs. If any existing signs are being removed as part of the application, clearly indicate which signs)
  - Specify the wall(s) each proposed sign will be installed on
  - If multiple walls are used, specify which sign(s) to be installed on each wall(s)
- For each sign, specify sign type (see below) and if illuminated, how it is illuminated

Sign Type	Internally Illuminated	Externally Illuminated
Box Sign		
Screened Box Sign w/raised or recessed letters		
Raceway mounted channel letter sign *		
Pin Mounted Channel Letter sign (non-illuminated or externally illuminated)	NA	
Distinctive Materials/Design Signs (see Sign Ordinance)		
Other Sign Types:		
Exposed Neon		
Canopy with signage on the face of the canopy	NA	
Canopy without signage	NA	

\* raceways must be of a color that blends with the area of the building to which the sign is being attached.

- Photos or rendering of all exterior building elevations
- Specify materials used in the construction of the sign
- Specify whether the sign(s) is to be illuminated and if so, by what means (internally or externally). If external lighting is proposed, provide:
  - Cut-sheet , number, & location of fixture(s)
  - Type of light source (metal halide, mercury vapor, etc.)
  - Wattage of light source