



SIGN PERMIT

Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a permit to install a ground or wall mounted sign. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - 1 full-sized set of plans at 24" by 36"
 - 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
- TITLE SHEET** - Include:
 - Title block with the project name, address, assessor's parcel number and contact information
 - Project description with proposed scope of work
 - Vicinity map with north arrow, project location and major cross streets
- SITE PLAN** (1'-0" = 1/10" min. scale) - If any ground signs are proposed, provide a site plan showing:
 - Property boundaries and dimensions
 - Footprints, dimensions and setbacks of existing/proposed structures
 - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
 - Easements and waterways, if any
 - Location and setbacks of all existing and proposed ground signs
- DESIGN DRAWINGS** (1'-0" = 1/4" min. scale) - Provide design drawings for each proposed ground and/or wall mounted sign. Each drawing must clearly indicate the sign type, lettering style, color scheme, sign materials, method of illumination, and sign dimensions.
- SIGN SIMULATIONS** - Provide "before and after" images for all proposed signs.
- SIGN CROSS-SECTIONS** (1'-0" = 1/4" min. scale) - Provide cross-sections showing the method of installation for each proposed ground and/or wall sign.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	