



**SUBMITTAL CHECKLIST
 SIGN PERMIT**

Activity No. _____ **OFFICE USE**
 Reviewed By _____ Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application.*

- Signed application form
- Application fee \$ _____
- Proof of ownership: Lease Deed
- Statement of Authority, if required
- Vicinity map
- Legal description: Attached On application form
- Site plan, drawn to scale, including the following information, as applicable:
 - Scale
 - North arrow
 - Location and size of all existing and proposed signs
 - Easements, building envelopes, and minimum setbacks
 - Location of all access roads and drives
- Construction drawing, in color and drawn to scale, with height and dimensions of all proposed signs and support structures
- Sign lighting details, if applicable
- Additional information as required by Planning Director _____

OFFICE USE

	Complies			
Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-residential	<input type="checkbox"/> Construction	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached		<input type="checkbox"/> Yes <input type="checkbox"/> No
Number	_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Height	_____ ft.	_____ ft.	_____ ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lighting	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> No lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No

Permit Approved Denied

Conditions _____

Reviewed By _____ **Date** _____