



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

**SUBMITTAL CHECKLIST
 PERMIT—SIGN**

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Project Type Minor Use Planning Type Signs

- Application fee \$150
- Proof of ownership: Deed or Assessor's Property Record Card
- Statement of Authority, if required
- Vicinity map
- 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 _____

FOR REFERENCE ONLY - CONTACT PLANNING

Owner Signature(s)

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

 Owner's Signature

 Print/type name of owner

 Owner's Signature

 Print/type name of owner