



# SIGN ARCHITECTURAL DESIGN REVIEW

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

PROPERTY ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

LOT FRONTAGE (LENGTH) \_\_\_\_\_ BUSINESS FRONTAGE (LENGTH) \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**TYPE, QUANTITY, AND DIMENSIONS OF PROPOSED SIGNS (Use additional sheets if necessary):**

SIGN TYPE	QUANTITY	DIMENSIONS Width x Length x Height

**TYPE, QUANTITY AND DIMENSIONS OF ALL EXISTING SIGNS (Use additional sheets if necessary):**

SIGN TYPE	QUANTITY	DIMENSIONS

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

## **FILING REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials. For Comprehensive Sign Program requirements, refer to Section 9103.11.130 of the Development Code.

- Completed application form
- Filing Fee: \$220 for fixed signs
- Two sets of preliminary plans drawn to scale and clearly dimensioned. These should include at a minimum the following information:
  - Site plan including scale and north arrow
  - Elevation of building on which sign is to be mounted, or placed in front of
  - Detailed sign plan with dimensions, calculations of sign area, description of materials, colors, treatment, etc. (examples may be required)
  - If proposed sign is a wall sign, projecting sign, or marquee sign, indicate the location and square footage of all currently existing wall signs, projecting signs and marquee signs.
  - Photos of the existing building and the adjacent buildings
  - Landlord's signature (if applicable)
  - Additional information, which may be required if deemed necessary by the Community Development Administrator in order to adequately evaluate this application