



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: \$398 for fixed signs
\$813 for a Comprehensive Sign Program
- 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