SUBMITTAL CHECKLIST FOR
Overall Sign Plans (OSP) - New/Amended

All plans and reports submitted must be prepared by qualified, licensed professionals in their respective fields. All required stamps and signatures must be provided on all documents.

Items REQUIRED of ALL Applications for new Overall Sign Plans, or Amendments to existing Overall Sign Plans:

1. One (1) copy of the Planning Permit Application with all required signatures including on the agreement to pay portion(s).

2. Five (5) copies of proposed Overall Sign Plan, including:
   a) Overall Sign Plan text
   b) Site Plan drawn to scale including:
      • Vicinity Map
      • Locations of proposed signs
      • Property line/lot dimensions
      • Right-of-way lines and street centerlines
      • Distance of monuments from right-of-way lines
      • Required setbacks
   c) Elevation drawings to scale clearly showing all existing and proposed signage, including:
      • dimensions of the sign(s) and supporting structures (length, width, height)
      • Square footage of the sign(s)
      • For wall signs, indicate the square footage of the building façade of that portion of the first floor occupied by the enterprise
   d) Color drawings to scale of all proposed signs, clearly showing:
      • Dimensions of the sign(s)
      • Letter heights
      • Method of construction
      • Lighting details (Refer to Chapter 17.35 and Section 17.40.060 (L))
• Show accurate colors of the sign (indicate paint manufacture’s numbers as necessary)

(Note: Additional sets either full sized or reduced will be required prior to scheduling the matter for hearing)

3. One (1) copy of any full-size exhibits reduced to 11" x 17".

4. One (1) electronic copy of all submittal materials (plans and all submitted reports) provided on a CD-ROM, flash drive, or emailed PDF.

5. Photographs of all building façades, including existing signage

6. Written justification outlining how the proposed OSP meets the sign design principals of Section 17.40.050 and findings of Section 17.49.090 C of the GMC.

7. One (1) copy of copyright trademark applications filed with the United States Patent and Trademark Office, when applicable

8. Applicable Fees

Note: Plans must be individually folded by the applicant. Additional information or special studies may be required with your application. The need for additional information will be determined by your case planner after review of your request. Additional copies of some documents may be requested during processing and will be required for public hearings.