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:

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

2. Three (3) sets of plans (no smaller than 11” x 17”) using the NAVD 1988 datum, including the following:

   a) Site Plan to scale:
      • 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

   b) 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

   c) Color drawings of all proposed signs to scale, 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 of the GMC)
• 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) electronic copy of all submittal materials (plans and all submitted reports) provided on a CD-ROM, flash drive, or emailed PDF.

4. One (1) sample board no larger than an 8 1/2” x 14” size showing proposed colors and materials for any exterior changes and/or new construction.

5. Photographs of all building facades, including existing signage.

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

7. Written justification outlining how the proposed sign(s) meets the sign design principals of Section 17.40.050.

8. One (1) copy of Approved Overall Sign Plan, when applicable.

9. 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.