

SIGN REQUEST CHECKLIST

Information included in the materials for Planning Commission Review

- Type of Sign
- Height of Sign
- Height of Structure
- Color of Sign
- ROW line marked on plans (ground sign)
- Size of letters on sign
- Content of Sign
- Landscape around Sign
- Impact to utilities (ground sign)
- Sign area (sq. ft.)
- Placement on building (wall sign)
- Lighting
- Site Plan showing the location of proposed sign and all existing signs
- Aesthetically harmonious with the architectural character of the building or related development features of the premises on which it is located with respect to design, shape, color, materials, texture and similar features
- Location of the sign on the property in relation to property lines, buildings, streets, public rights of way and street intersections
- Details of sign support / structure
- Details of the method a sign is to be attached to the wall
- Color renderings of how the sign would look on the site from all street views
- Construction detail of the sign
- Sight line of vehicles entering or exiting the premises
- Narrative from applicant on alternative designs considered that are closer to ordinance requirements.