

Sign/Flagpole Status: New Reface Existing Sign

Type of Sign:

- | | | | |
|-------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Ground | <input type="checkbox"/> Pole | <input type="checkbox"/> Boundary Marker |
| <input type="checkbox"/> Awning | <input type="checkbox"/> Canopy | <input type="checkbox"/> Directory | <input type="checkbox"/> Directional |
| <input type="checkbox"/> Flagpole | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Construction | |
| <input type="checkbox"/> Menu Board | <input type="checkbox"/> Clearance Bar | <input type="checkbox"/> Other: _____ | |

Sign Copy: _____

Number of Signs: _____ Single Face Double Faced V-Shaped

Square Ft. Sign #1: _____ Sign#1 Electric Non-Electric

Square Ft. Sign #2: _____ Sign#2 Electric Non-Electric

Number of Flagpoles _____ Flagpole Height: _____

Property Status: Improved Unimproved

Sign Classification: On-Site Off-Site

Existing Sign Status Conforming Legal Non-Conforming

Is sign attached to tenant's unit? Yes No

Are there any signs/flagpoles existing on the subject property/unit? Yes No

Is this permit being reviewed under state statute 553.79. (24)(a) 1. or 2., particularly corporate branding? Yes No

If yes, provide documentation within permit package.

If there are any signs/flagpoles existing on this subject parcel, a plan shall be submitted showing type, height, area and location of all such signs/flagpoles. This information may be incorporated into the site plan and/or elevation drawing(s) required to obtain the permit for the proposed sign(s).

Qualifier's Signature: _____

SIGN SUBMITTAL REQUIREMENTS

Chapter 4H. of the Administrative Code

Permit application

Owner/Builder Disclosure Statement - this is required when an owner is obtaining a permit

Notice of Commencement - a certified copy is required if job value is \$2,500 or greater prior to the first inspection. (it is not required to submit for the permit)

Notarized approval letter from property owner or management company

Sign Detail Affirmation Worksheet - required at time of submittal; must be signed by the qualifier

Wall Sign

Construction Drawings - drawings to include the method of attachments or engineering, color rendering of sign, dimensions of signage

Elevation Drawings - with the following:

- Showing height and width of unit or building
- Placement of sign on elevation
- Ten percent clear area
- Floor plan showing units and placement of where signs where attached
- Site plan showing location if more than one wall sign is being applied for

Freestanding Sign

Construction Drawings - drawings to include the method of attachments or engineering, color rendering of sign, dimensions of signage

Site Plans - with the following:

- Showing placement of sign
- Showing setbacks from sign to property lines
- Showing road frontage dimensions
- Showing location