SECTION 1: Filing Requirements

1. Application Form: Uniform Application Part 1 shall be completed.

2. Filing Fee: The appropriate fees will need to be submitted at time of application. Fee schedule attached.

3. Submittal for Design Review Sign: Three sets (colored, sized 11” X 17”) of the sign plans (see Section 2) to be reviewed by staff for completeness and accuracy.

SECTION 2: Contents of Sign Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

A. Building Wall Signs:

1. Detailed site plan shall include the following:
   - Project area including property lines.
   - All improvements including, but not limited to, buildings, parking areas, driveways, etc.
   - Shade the building or tenant space where the proposed building wall signs are to be located.

2. Building Elevations:
   - Accurate building elevations showing building face with dimensions.
   - Show exact location and placement of the proposed signs.

3. Detailed Elevations of Signs:
   - Dimensions of proposed signs
   - Depth of signs (thickness)
   - Letter style, size, materials, and colors of sign copy
   - Method of illumination
B. **Monument/Pylon Sign:**

- 1. Detailed site plan shall include the following:
  - Project area including property lines.
  - All improvements including, but not limited to, buildings, parking areas, driveways, etc.
  - Public street frontages and improvements.
  - Proposed landscaping around the sign.

- 2. Detailed Elevations:
  - Dimensions of the proposed sign and the base.
  - Depth of signs (cross sections)
  - Letter style, size, materials, and colors of sign copy and the background.
  - Full base description including materials, colors, and height.
  - Landscape materials around the base of the sign.
  - Method of illumination.