



Planning Department Sign Permit Procedure and Checklist

Preliminary Review: Each applicant for a sign permit application should review the Sign Code available from the Planning Department. Applicants may contact the Department for information regarding regulations pertaining to the installation or construction of any signs.

Application Submittal: Upon a determination that the proposed sign is allowed and a permit is required, an application form shall be completed. This must contain the signature of the property owner, as well as the applicant's. The application must be accompanied by a fee as established by Resolution of the City Council. A contractor's estimate of the value of the proposed sign is also required. Each application shall be accompanied by **three sets** of the following:

- Scaled drawing of a plot plan, including location, type size of existing buildings or structures on the property. Include street names and address.
- Location, type, size and elevations of existing and proposed signs on the building, structures or lot.
- A legend indicating the color scheme of the proposed signs, including all lettering, designs and logos.
- The type of illumination to be utilized, including a list of all components of the electrical system.
- The method and material of attachment. Show with what and how the sign will be attached (ie. Bolts, lags, brackets, etc.). Engineering will be required on all pole sign applications.

Review Procedures: Following receipt of all required information, the application will be reviewed for compliance with the provisions of the Sign Code. If the proposed sign conforms to standards, the application will be approved and forwarded to the Building Department for processing of a Building Permit application. In the event the application does not comply with the Code, it must be denied and the applicant will be so notified. Any action regarding rejection or denial of an application may be appealed to the Planning Commission. Information regarding appeal procedures may be obtained from the Planning Department.