



## SIGN PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

### APPLICANT PRESUBMITTAL CHECKLIST

#### REQUIRED APPLICATION MATERIALS

*All items are required at time of submittal and shall be submitted in electronic format.*

A. [General Planning Application](#) (see separate City form)

B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.

C. **Project Plans:** A full plan set (24" x 36") in a single, flattened/compressed PDF file not exceeding 125 MB with a 1/4" = 1' minimum scale. Include page thumbnails with matching sheet title labels. Plan sets shall include the following sheets and information:

1. **Site Plan**

- Assessor's Parcel Number
- Property lines
- Footprint of buildings with tenant space outlined
- Individual business frontage
- Driveway locations on site and on adjacent properties (freestanding sign only)
- Sign location(s)

2. **Sign Details**

- Dimensions
- Letter size
- Color
- Material
- Illumination

3. **Sign/Letter Cross Section**

4. **Building Elevation** – Showing the location of sign(s) on the building

5. **Color and Material Samples**