

**Sign/Flagpole Status:**     New     Reface Existing Sign

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**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 |  |

Other: \_\_\_\_\_

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**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:** \_\_\_\_\_

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**Property Status:**                     Improved                     Unimproved

**Sign Classification:**             On-Site                     Off-Site

**Existing Sign Status**             Conforming             Legal Non-Conforming

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Is sign attached to tenant's unit?     Yes     No

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

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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:** \_\_\_\_\_

# SIGNS

## 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 the 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** – two sets of 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 are to be attached
- Site plan showing location if more that one wall sign is being applied for

## Freestanding Sign

**Construction Drawings** – two sets of 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

## Flagpole

**Construction Drawings** – two sets of drawings to include:

- Engineering and Flagpole specifications
- Site Plan showing setback from flagpole to property line