The following materials are required at minimum in order to submit an application for a permit to install a ground or wall mounted sign. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

☐ PLANNING APPLICATION FORM

☐ PLANNING AND ENVIRONMENTAL REVIEW FEES

☐ SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW
  • 1 full-sized set of plans at 24” by 36”
  • 1 reduced-sized set of plans at 11” by 17” or 8.5” by 11”

☐ TITLE SHEET - Include:
  • Title block with the project name, address, assessor’s parcel number and contact information
  • Project description with proposed scope of work
  • Vicinity map with north arrow, project location and major cross streets

☐ SITE PLAN (1’-0” = 1/10” min. scale) - If any ground signs are proposed, provide a site plan showing:
  • Property boundaries and dimensions
  • Footprints, dimensions and setbacks of existing/proposed structures
  • Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
  • Easements and waterways, if any
  • Location and setbacks of all existing and proposed ground signs

☐ DESIGN DRAWINGS (1’-0” = 1/4” min. scale) - Provide design drawings for each proposed ground and/or wall mounted sign. Each drawing must clearly indicate the sign type, lettering style, color scheme, sign materials, method of illumination, and sign dimensions.

☐ SIGN SIMULATIONS - Provide “before and after” images for all proposed signs.

☐ SIGN CROSS-SECTIONS (1’-0” = 1/4” min. scale) - Provide cross-sections showing the method of installation for each proposed ground and/or wall sign.

- PLANNING DIVISION USE -

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