

APPLICATION CHECKLIST

- 1. Completed Application (minimum 2 pages for 1 sign, additional page per additional sign)
- 2. Owner signed Affidavit
- 3. Site plan clearly indicating:
 - a. Location of sign(s) on lot
 - b. Location of sign outside of sight triangle
 - c. Lot size
 - d. Lot dimensions
 - e. Any buildings on the lot and their dimensions
 - f. Location of any existing signs on the property or building
 - g. If application is for a freestanding sign distance of sign from any existing free standing signs
 - h. Existing signs, and distances between them and proposed signs
 - i. Distance between proposed sign and adjacent property freestanding signs if applicable.
- 4. Building elevation clearly indicating
 - a. Location of sign on elevation
 - b. In the case of free standing signs provide the elevation to which the sign is oriented
 - c. Building Height
 - d. Building Width
 - e. Building Area
 - f. Sign dimensions (height, width, area)
 - g. Existing signs and their dimensions (height, width, area)
- 5. Sign elevations clearly indicating
 - a. Height(s)
 - b. Width(s)
 - c. Area(s)
 - d. For free standing signs include dimensions of support structure on all sides