



## Sign Review Criteria

In order for the Zoning Division to review your permits expeditiously, please include the following information in your permit submittal package. Please be aware that providing this information does not guarantee an approval from the Zoning Division until the sign package has been reviewed for code compliance. **Sign permit review requires four (4) compiled sets of plans with the following information:**

### **Wall signs:**

1. Provide the façade dimensions for the building and indicate the elevation where the sign will be installed. 156.07 (H) (1)
2. Provide the dimensions of the sign. 156.12 (B) (7), 156.12 (B) (10)
3. Provide a color rendering of the sign proposal. 156.12 (B) (7)
4. Provide Subdivision, Block, and Lot on permit application. 156.12(B) (6)
5. Applicant must provide an approved Zoning Certificate or Business Tax Receipt from the Business Tax Receipt office to operate from this location prior to sign approval. 155.015 (A)
6. Signs in a multi-tenant building must provide an approved floor plan demonstrating that the business has a public entrance separate from other businesses in the multi-tenant building and indicate that the sign will be installed on their rented tenant space. 156.07(H)

### **Free standing signs:**

1. Provide legible copy of a current property survey including legal description. Indicate location of sign with dimensions to property lines. 156.12 (B) (8), 156.12 (B) (9)
2. Provide the overall height and dimensions of the sign. 156.12 (B) (7), 156.12 (B) (10)
3. Provide a color rendering of the sign proposal. 156.12 (B) (7)
4. Provide Subdivision, Block, and Lot on permit application. 156.12(B) (6)
5. Architectural Appearance Committee standards require a pole cover that is at least of 50% the width of the sign.
6. Applicant must provide an approved Zoning Certificate or Business Tax Receipt from the Business Tax Receipt office to operate from this location prior to sign approval. 155.015 (A)

Be advised: City ordinance section 157 Appendix A (V.)(D)(3)(b) provides for a re-review fee for any permit which requires more than two zoning reviews. Should it be necessary for the Zoning Division to review the permit more than twice, a fee of \$220.00 will be charged for the third and any subsequent review.