



Development Permit Application Checklist

Signs

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Basic Requirements* – Digital PDF copy of each	Office
<input type="checkbox"/> Completed Application Form	<input type="checkbox"/>
<input type="checkbox"/> Fee prescribed in the Fee Schedule Applicant will be notified of required fee after submission.	<input type="checkbox"/>
<input type="checkbox"/> Photographs Of all sides of the site and building (if applicable) - pdf or jpeg	<input type="checkbox"/>
<input type="checkbox"/> Current Certificate of Title Pulled not more than 60 days prior to application date	<input type="checkbox"/>
<input type="checkbox"/> Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on Title Required for Ground Signs	<input type="checkbox"/>
<input type="checkbox"/> Site Plan (if Ground Sign or Temporary Sign proposed) Drawn to scale showing the proposed location of the development. A Real Property Report may be used	<input type="checkbox"/>
<input type="checkbox"/> Elevation Plan (if Ground Sign proposed) Drawn to scale showing the height of the sign in relationship to the height of the principal building	<input type="checkbox"/>
<input type="checkbox"/> Signage Plan See information requirements for plans and drawings below	<input type="checkbox"/>
<input type="checkbox"/> Other Any other information deemed necessary by the Development Officer to render a decision on the application	<input type="checkbox"/>

Information Requirements for Plans and Drawings
<p>Base Information – every page of the submitted plans must contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Land Description <input type="checkbox"/> Municipal Address <input type="checkbox"/> North Arrow (oriented at top of page) <input type="checkbox"/> Drawing Scale (1:200 metric)
<p>Site Plan (If Ground Sign or Temporary Sign proposed) - show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property lines <input type="checkbox"/> Existing and proposed buildings <input type="checkbox"/> Vehicular amenities - existing and proposed parking lots, driveways, paved areas, entrances and exits to abutting streets and lanes <input type="checkbox"/> Location of sign in relation to property lines, existing and proposed buildings, vehicular amenities and any rights-of-way affecting the property
<p>Elevation Plan (if Ground Sign proposed) – show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The height of the sign in relationship to the height of the principal building

Signage Plan – show, label and dimension in metric the following:

- All dimensions of the sign structure, including the height, area and projection if the sign(s) are attached to a building
- An elevation drawing or picture of the building showing the approximate location of the sign(s)
- Area of the sign(s) and copy face
- Design of the face of the sign(s)
- Details on the manner of illumination and/or animation
- The method of supporting or attaching the sign
- The type of construction and finish to be utilized
- Provide a chart on plan providing copy area of each fascia and window sign, the areas of the face of the building or bay it is attached to, the percentage of the face of the building or bay the sign will occupy