



## DESIGN REVIEW SIGNAGE CHECKLIST

**\*Submissions are required in electronic form as one (1) compiled PDF and are due by noon seven days prior to the Design Review Advisory Committee meeting.**

Email files to the [neighborhood planner](#) or send files via an online file sharing service. Staff will review submissions for completion. Incomplete submissions may be subject to a delay in review and your permit will not be issued.

### Items Required:

- ☐ [Application Form](#)
- ☐ Written Project Summary (include location, scale, potential code issues, & any other pertinent information)
- ☐ Site Location Map (district level)
- ☐ Site Context Plan (i.e., site plan showing adjoining properties, buildings, and street names)
- ☐ Existing Conditions (color photographs; site context, with nearby buildings; existing signage, etc.)
- ☐ Signage Location Plan and/or Master Signage Package (verify if any additional signage is planned)
- ☐ To-Scale Detailed Dimensioned Drawings (as noted below)
- ☐ Illustrative Renderings (perspective or photo simulations to scale)
- ☐ Material, Color, & Finish Samples and Lists

### To-Scale Detailed Dimensioned Drawings:

- ☐ Fully-dimensioned Existing & Proposed Signage
- ☐ Location of Signage on Structure:
  - ☐ Dimensioned vertically from ground plane/sidewalk (min. 10' clearance above sidewalk & 16' above vehicular pathways)
  - ☐ Dimensioned horizontally from Property Line/ROW & curb
- ☐ Section & Elevation Drawings (must show how signage relates to the existing architectural elements and any relevant adjacencies with dimensions)
- ☐ Shop Drawings (including how the signage will be affixed & engineered stamp if applicable)

### Zoning Code Review Requirements:

Note: Signage that includes electrical and/or structural components, or encroaches on the Public ROW (including during the installation process) requires additional permit review.

**\*Variances require City Planning Commission (meets every 1st and 3rd Friday) or Landmarks Commission (2<sup>nd</sup> & 4<sup>th</sup> Thursdays) review & approval.**

- ☐ Signage square footage, length of bldg/unit's street frontage, primary frontage & entrance(s)
- ☐ Type of Signage Included (check all that apply):
  - ☐ Wall Sign
  - ☐ Free-Standing/Monument Sign
  - ☐ Projecting Sign
  - ☐ Window Sign (25% max coverage per window pane)
  - ☐ Canopy/Awning Sign
  - ☐ Roof Sign
  - ☐ Skyline/Hi-Rise Signage (Downtown/Flats area only, see attached skyline signage policy)
    - ☐ Identify Building Owner & Provide Letter of Approval/Authorization
    - ☐ Percentage of Building Occupied (over 50% typically required): \_\_\_\_\_.
  - ☐ Temporary Sign (banner, flag, penant, window, portable, etc.)
  - ☐ Changeable Copy Sign (automatic/manual)
  - ☐ Billboard
  - ☐ Other (please specify): \_\_\_\_\_.
- ☐ Internally or Externally Lit? (If so, include night rendering & applicable drawings/plans): ☐ Yes / ☐ No

**\*Note: Ownership/Authorized Decision-Maker & Design Representative should be present for the meeting, not just Fabricator. (No Ownership present to answer questions may cause delay in review process).**

