



INSTRUCTIONS FOR FILING FOR A SIGN REVIEW

A Sign Review application must be accompanied by the items listed below:

1. Filing Fee:

Type of Request	Fee
Sign Permit Clearance (SPC) – for wall signs and hanging signs (except for office building wall signs and signs that are not interior illuminated)	\$65 per sign
Sign Administrative Review (SAR) – for office wall signs, detached signs (not including freeway bonus and reader board signs), wall signs with building area bonus, residential identification signs, and business name bonus signs	\$555 per sign
Sign Criteria Review (SCR) – for the coordination of signs on the same site; required for sites with two (2) or more enclosed tenant spaces	\$1,375 per SCR

2. **Application:** The attached form must be completed as indicated.

3. **Owner’s Approval:** All signs must have approval by the owner or their representative. This could be done in the form of an attached letter or an authorized signature on a copy of the sign plans.

4. **Site Plan:** [2 sets required] The site plan must include: the location of the sign(s), the number of proposed signs, the location of the building in relation to the street and the parking lot, and the distance between the sign and any driveways or sidewalks (if applicable).

5. **Elevation Plans:** [2 sets required, 1 of which in color] The elevation plan must include: the dimensions and area of each proposed sign, the length of the storefront, the proposed colors of the sign, the location of the proposed sign, the type of material the sign is to be constructed of, and how the sign is illuminated.

6. **Digital Plan:** A PDF of the Site Plan and Elevation must be provided on a Flash Drive.

NOTE: An **SPC** may be approved over the counter if there is a Sign Criteria approved for that center. Otherwise, please allow up to five (5) business days for processing. Please allow up to ten (10) business days for processing an **SAR** sign. Please allow up to thirty (30) business days for processing an **SCR**.



INSTRUCTIONS FOR FILING FOR A SIGN REVIEW

Type of Request (check all that apply):

Sign Permit Clearance	Sign Administrative Review	Sign Criteria
<input type="checkbox"/> Wall Signs (non-office)	<input type="checkbox"/> Office Wall Signs	<input type="checkbox"/> Coordination of Signs Within The Same Site
<input type="checkbox"/> Hanging Signs (non-office)	<input type="checkbox"/> Detached Signs	
	<input type="checkbox"/> Signs with Bonuses	
	<input type="checkbox"/> Residential Identification Signs	

Business Information:

Business Name: _____

Address of Business (Center Address for SCR): _____

Contact Name: _____

Phone: _____ E-Mail: _____

Applicant/ Contractor Information:

Business Name: _____

Address of Business: _____

Contractor's License Number: _____

Contractor's Name: _____

Phone: _____ E-Mail: _____



Sign Information - For SPC and SAR

In the following matrix, please fill out all of the applicable information:

Sign Number <small>(as shown on plans)</small>	Dimensions of Sign(s) <small>(Height x Width)</small>	Total Area of Sign(s)	Length of Storefront <small>(if applicable)</small>	Building Face Area <small>(for office wall signs only)</small>

Supplemental Questions:

Are all signs internally illuminated channel letter signs? YES NO

If no, please describe the type of sign(s) below:

Is the proposed sign a face change? YES NO

For Commercial Detached Signs Only:

What is the total retail area within the commercial center?
