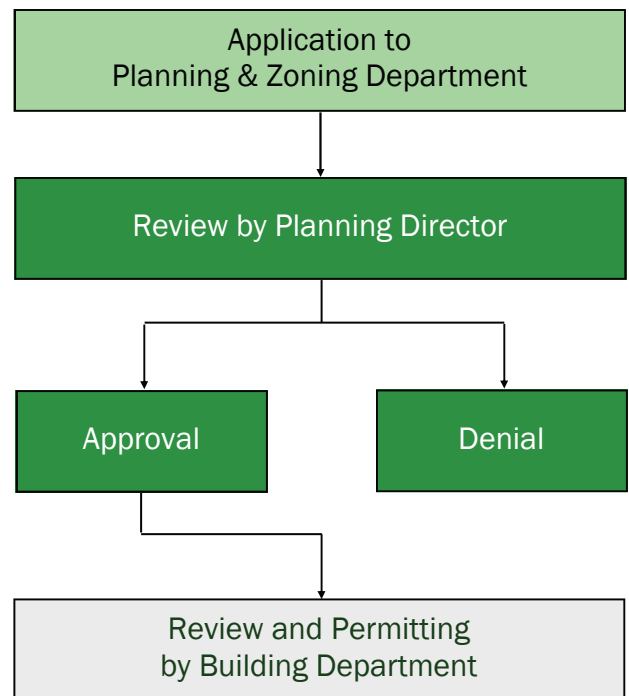# Sign Permit

Permanent Signs

What are the application requirements for permanent signs?

☐ One (1) completed Application Form with original signature of the business owner. (Note: Form should not be signed by the sign company or installer).

☐ One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).

☐ Two (2) copies of a sketch plan illustrating the proposed sign location; accurately dimensioned setbacks from property lines and right-of-way centerline; location of all existing buildings, roads, parking areas, signs, entrances, and exits on the site; and linear frontage of the unit occupied in a shopping center (if applicable).

☐ Two (2) copies of a drawing of the proposed sign including:

__ Height above finished grade (ground signs only).

__ Total building wall area upon which sign will be displayed (wall signs only).

__ Sign style (box, cabinet, individual channel letters, etc.) and sign surface (material, color, dimensions, area).

__ Method and color of illumination, if any.

__ Lettering of sign, printed in the size and weight substantially approximating the style that will appear on the sign.

__ Logos, emblems, and all other features.

☐ Applications for residential entrance signs must also include:

__ Description of Applicant's and any other parties' property interest(s) in the site.

__ Evidence of the right to construct the proposed sign on the site.

__ Existing and proposed sign and landscaping easements on the site.

__ Existing and proposed Residential Entrance Construction and Maintenance Agreement.

☐ Review fee.

What are the procedures for approval of a permanent sign?

The Planning Director has sole authority to approve or deny a permanent sign application.

The Director may refer any application to the Planning Commission for their review and approval.

Application to Planning & Zoning Department

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Review by Planning Director

Approval | Denial

Review and Permitting by Building Department

Review fees for permanent signs are due at the time the application is submitted.