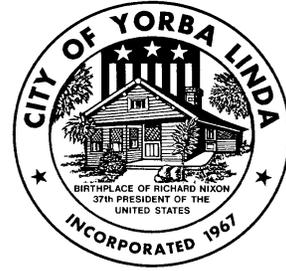


## Filing Instructions for:

# Sign Request



### A. Purpose:

**Sign Programs:** To adopt specific design standards for shopping centers, office parks and multi-tenant developments. A sign program must incorporate a project theme and create a uniform design element that is consistently carried throughout all tenant signs (i.e. color, lettering style, logos, etc.).

**Note:** Once the Uniform Sign Program has been approved, all future signs within the project may be approved over the counter by Planning Staff, provided that the proposed signs conform to the approved program on file.

**Monument Signs:** All freestanding monument signs must be reviewed by the Planning Commission to ensure compatibility with the surrounding area and architectural integrity with the existing structures.

**Large Attraction Signs:** Where a business equals to or exceeds six thousand (6,000) square feet in interior gross area within a building, one single-faced attraction sign greater than four (4) square feet but not exceeding eight (8) square feet in area may be permitted. All Large Attraction Signs must be reviewed by the Planning Commission to ensure compatibility with the surrounding area and architectural integrity with the existing buildings.

### B. Filing Requirements:

- \_\_\_ 1. Uniform application
- \_\_\_ 2. Fifteen (15) sets of colored plans, drawn to scale, containing the following:
  - a. Vicinity map
  - b. Site plan with exact location of sign and all setbacks
  - c. Proposed landscaping plan (for monument signs)
  - d. Elevations of proposed signs
  - e. Written sign criteria (color, materials, illumination, lettering style, height, and any other specific sign criteria)
- \_\_\_ 3. The Community Development Department may require additional information or plans if found to be a necessity in effectively analyzing this request.

### Special requirements:

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**C. Plan Preparation:**

1. All plans should be drawn on uniform sheets, no greater than 30" x 42".
2. All plans should be folded to approximately 9" x 12" and grouped into full sets.
3. All plans must be clear, legible, accurately scaled and fully dimensioned.

**D. Filing Fees:**

*Please be aware that this is a deposit-based account (charged on an hourly basis), which may require additional request for funds in the future.*

Sign Program:	\$286.00 per hour	Initial Deposit: \$2,526.00
Monument Signs:	\$286.00 per hour	Initial Deposit: \$1,955.00