

# Community Appearance Board Sign/Awning Review Application

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Contact Person (if different from applicant) \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Description and location of installation \_\_\_\_\_

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*In order for a final review submission to be accepted by Construction Services the following items **MUST** be included with the submission:*

1. One "sealed" survey plat of the property. The survey plat must have been made within six months of the application date. (Note: Survey plat not required building mounted signs or sign face changes)
2. Two site plans, drawn to scale indicating sign/awning locations as well as all existing improvements on the property. *For freestanding signs a landscape plan showing the exact location and plant species shall be included on the site plan.* (Note: Site plan not required for building mounted signs)
3. Two drawings of the proposed sign/awning including all lettering and graphics drawn to scale. Colors of the proposed sign/awning and color samples/swatches shall also be furnished. Any proposed illumination techniques shall be indicated on the drawing.
4. A series of color photographs (***Polaroid photos, e-mails or discs not acceptable***) of the site and the adjoining properties, including the area of the sign/awning location and building elevations. *Also, photographs of existing signs on site with dimensions and height of any freestanding sign.*
5. The correct property address ***MUST*** be reflected on any proposed freestanding sign.
6. Property owner's or authorized agent's authorization for installation.

*I certify that this application is complete and presented as herein required. I further understand that an incomplete submission may result in the delay of the project review by the Community Appearance Board.*

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(applicant)