

PLAN AND SPECIFICATION REQUIREMENTS

Plans and Specifications for any proposed sign shall be submitted in duplicate, drawn to scale, and include the following at minimum:

Directional Signs

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Lot frontage on all street rights-of-way
- Location of the sign in relation to property lines, public rights-of-way, easements, buildings, and other signs on the property

Flags

- Flag size and appearance
- Flag pole height
- Number of all existing flags on same parcel

All flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes.

Utility

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to property lines, public rights-of way, easements, buildings, and other signs on the property

Freestanding

- Site plan, drawn to scale, showing the following items:
 - Entire parcel
 - Lot frontage on all street rights-of-way
 - Setback lines
 - Location of the proposed sign in relation to property lines, public rights-of-way, easements, buildings, and other signs on the property
- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be placed
- Construction specifications
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

Building

- Façade area of any wall on which the sign is proposed to be placed
- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to other signs on façade area of building side
- Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be placed
- Construction specifications
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

Time and Temperature

See Freestanding or Building Sign Plans Requirements as applicable

Other

Contact Development Services at 620-6650