CHECKLIST FOR ARCHITECTURAL REVIEW

FREE-STANDING SIGN

1) Applicant should first verify with Zoning Enforcement Officer that proposed sign is in conformance with the regulations, or that proper permits have been requested from the Planning and Zoning Commission.

2) Photos of the building and site showing the proposed location of the freestanding sign.

3) A site plan showing the location of the sign with dimensions and property line noted.

4) Drawing in scale showing the proposed sign, graphics, and posts.

5) Illuminated signs require detail drawings showing the method of lighting.

6) Materials of the sign including color samples.

7) Sign size computation approved by the zoning enforcement officer.
CHECKLIST FOR ARCHITECTURAL REVIEW

AWNINGS

1) Applicant should first verify with Zoning Enforcement Officer that proposed awning is in conformance with the regulations, or that proper permits have been requested from the Planning and Zoning Commission.

2) Photos of the existing building and adjoining building(s) showing the proposed location of the awning.

3) Drawings in scale showing the awning, awning profile, and the awning on the elevation of the building.

4) If lettering or graphics are proposed on the awning, show them on the elevations.

5) Graphics and lettering size computations approved by the zoning enforcement officer.

6) Lights can only illuminate the area below the awning. If lighting is proposed, provide detail drawings.

7) Provide actual samples of the proposed materials. Awning material must be OPAQUE (no light visible through the material). Samples of actual colors proposed for the awning and graphics.
CHECKLIST FOR ARCHITECTURAL REVIEW

WALL SIGN

1) Applicant should first verify with Zoning Enforcement Officer that proposed sign is in conformance with the regulations, or that proper permits have been requested from the Planning and Zoning Commission.

2) Photos of the building showing the proposed location of the sign.

3) Drawings in scale showing the proposed sign on a scale drawing of the building elevation.

4) Sign size computations approved by the zoning enforcement officer.

5) Illuminated signs require detail drawings of the method of lighting.

6) Materials of the sign including color samples.

7) Hanging signs require details and a drawing of the sign support.