

# SIGN

## Application Checklist

Development Services Department  
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**Use this checklist to ensure that all necessary information is provided for review of your project.**

### **Requirements for Submittal**

- \_\_\_\_\_ A completed Permit Application (Sht #02)
- \_\_\_\_\_ Two copies of the sign submittal Information sheets (Sht #58)
- \_\_\_\_\_ Two (2) sets of accurate fully dimensioned drawings
- \_\_\_\_\_ Two (2) sets of structural calculations (if applicable)
- \_\_\_\_\_ Two (2) site plans showing the location of existing and proposed signs

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.**