

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. ☐

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AWNING

- 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.** ☐

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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.** ☐