

Submittal Requirements

8 COPIES of the following items must be submitted at the time of filing of the application in order for an application to be reviewed by the Design and Review Board:

- (a) The completed application form.
- (b) Photos of existing conditions on the site where proposed changes will be occurring.
- (c) Detailed information illustrating the proposed changes to a building and/or site element including the following, as applicable:
 - (1) A complete description of the proposed changes to a structure and/or site element including design, location, materials used, and color. Such description should include a graphic portrayal of the proposed changes as well as a text narrative.
 - (2) A site plan indicating new, or changes to the footprint of, a building, accessory structure, fencing, sign, landscaping, parking area, driveway, or other site element. Site plans shall be to scale, include dimensions of existing and proposed items, indicate distances of structures and pavement from property lines and show the location of any known easements.
 - (3) Manufacturer's literature, material samples or color samples which facilitate in the description of a proposed structure or site element.
- (d) The following additional information is necessary for **sign submittals**:
 - (1) The location and size of all existing signs on the subject property.
 - (2) The location of all proposed signs on the subject property. For freestanding signs, indicate the distance from all property lines within 50 ft. of the sign base.
 - (3) A scaled elevation drawing of all proposed signs indicating the following:
 - A. The width and height of the display area
 - B. Sign text (including text height)
 - C. The area of each sign and the total area of all signs (only one side of a freestanding sign is calculated for its area)
 - D. Colors of the proposed signs (including black and white)
 - E. The total height of freestanding signs, including the base.
 - (4) The linear feet of building frontage facing all public rights-of-way for applications with proposed building signs.
 - (5) The lineal feet of property frontage along all public rights-of-way for applications with proposed freestanding signs for properties with frontage greater than 200 ft.
- (e) Other information necessary for the evaluation of the application as deemed necessary by the Design and Review Board or Planning and Zoning Division.