



Sign Permit Application Submittal Requirements

No Sign Permit application will be accepted for review, per Section 1105.02(c) of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator

Information entered into a Sign Permit Application on Viewpoint Cloud

1. The location of the subject property;
2. A description of the proposed signs;
3. For permanent building signs, the area and illumination of each proposed sign, the width of the primary building frontage or tenant space, and the area of all existing building signs;
4. For permanent freestanding signs, the area, height and illumination of each proposed sign, the width of the lot along the right of way, and the area of all existing freestanding signs;
5. For temporary signs, the area, height and illumination of each proposed sign;
6. Any additional information required by ViewPoint Cloud based on the type of sign proposed;
7. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
8. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

Information uploaded to a Sign Permit Application on Viewpoint Cloud

9. A scaled elevation drawing of all proposed signs indicating the following:
 - a) The width and height of the display area;
 - b) The total display area of each sign;
 - c) Sign text (including text height) and other sign graphics;
 - d) Sign colors (including black and white); and
 - e) The total height of freestanding signs, including the base.
10. A scaled site plan showing the location of all proposed and existing sign. For proposed signs not attached to a building, the distance from the signs to property lines and the right of way shall be indicated on the site plan.

Additional Information

11. Any other information necessary for the evaluation of the Sign Permit application as deemed necessary by the Zoning Administrator.