



Sign Permit Submittal – Planning Template
One Complete Template for each requested sign and Upload to Permit application
Substitution of Template with other documents is not acceptable
Ten signs on a permit requires a Planning template completed for EACH of the signs

Sign Type: _____

Choose one:

Attached Sign Types

Wall	Marquee
Awning	Roof
Canopy	Window
Projecting	

Place X Here for multi-tenant
building

Place X Here for
EMD sign

Freestanding Sign Types

Monument	Subdivision/Neighborhood
Pole	Access Point
Ped-Scale Pole	
Structural Canopy	

INSERT Site Plan – Call out for One Specific Sign Location – two dimensional site plan – map or aerial
Show setbacks for one specific freestanding sign - Show location for one specific attached sign on building footprint

INSERT Building Elevation for Attached Sign
Show sign dimensions and square footage
Provide length of building frontage

INSERT Sign Elevation for Freestanding Sign
Show Sign Dimensions and Sign Height