

Items on this submittal checklist should be submitted with the application. Incomplete submittals will delay reviews.

A. Design & Historic Preservation Master Application Form

- Please complete all information on the application form.

B. Taxpayer Protection Form

- Please indicate if the value of the work presented in the application is under or over \$25,000. If over \$25,000, please list the parties of interest in the project. Architects and other agents representing the owner should **not** be listed unless they have an ownership/investment interest in the project.

C. Application fee

- Application fees are required for all projects. See the adopted fee schedule or consult with staff to determine the amount of the application fee.

D. Scale drawings

- Elevations and sections showing location of proposed signs and/or awnings and all existing signs and/or awnings on building (or site)

E. Photograph(s)

- Color photographs of the building and all existing signs and awnings

F. Detail/section drawings

- Show dimensions & method of sign attachment; for projecting signs, please specify all dimensions of the cabinet.
- Indicate method of illumination, if applicable

G. Material Board (8 ½" X 11" size):

- Provide samples of all materials, colors, exact typeface to be used; (common materials, such as red acrylic or bronze aluminum do not need to be included on color/material board).
- Include product sample or catalog cut-sheet of light fixtures if external illumination is proposed