



## PLANNING AND DEVELOPMENT SERVICES

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# Temporary Sign Application Submittal Requirements

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## Documents

- ☐ **Completed Application.**
- ☐ **Detailed Letter of Explanation.**
  - a. A summary of the scope, design intent, and the philosophy of the project.
  - b. Dates when the sign will be displayed.
- ☐ **Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.

## Drawings

- ☐ **Detailed Site Plan**, which includes:
  - a. North arrow.
  - b. Property boundaries/property lines and all required setbacks with dimensions.
  - c. All existing and proposed structures labeled with their size and existing and/or proposed uses.
  - d. Special features such as pedestrian paths, berms, retaining walls, or fencing.
    - a. Pathways both on- and off-site including connections to the pathways.
    - b. Bicycle parking. Note if long- or short-term, number of spaces, bike rack designs, and access to bike parking.
- ☐ **Sign Elevations**, drawn to scale, which includes:
  - a. Drawing scale and building height callouts.

*Color photographs may be substituted for elevation drawings when an existing structure is to undergo minor exterior alteration and the photos depict the design materials and color of the new construction.*