

SPECIAL PURPOSE SIGN DISTRICT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Special Purpose Sign District (“SPSD”) is an overlay district that exclusively addresses sign regulations. It allows an applicant, subject to approval of the Town Council, the option of designating an area where the signs may deviate from the underlying sign regulations, to the extent so expressly provided in the ordinance adopting the particular SPSP.

- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see schedule of fees).
- The application must be signed by every property owner or an affidavit of authorization must be provided by every property owner on the SPSP application. If a unified development area is designated a notarized authorization letter must be provided by each property owner within the unified development area.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plans and exhibits.
- The legal description (metes and bounds) of the area within the zoning request shall be submitted on 8 ½” x 11” paper and sealed and signed by a surveyor.
- Three (3) copies of an 8 ½” x 11” “SPSD” exhibit titled as **Exhibit A – Statement of Intent and Purpose** listing the intent and purpose of the special purpose sign district. The applicant must state justification for the request.
- Three (3) copies of a 24” x 36” SPSP exhibit titled as **Exhibit B - Sign Coordination Plan** an approved Preliminary Site Plan illustrating the location of existing and proposed signs on the property, including:
 - Location of all monument type signs (unified, tenant, single) proposed and existing. Location of all wall mounted or affixed signs proposed and existing. All signs shall be numbered and included in sign schedule. (See item below.)
 - For unified development signs, the sign coordination plan shall identify a unified development zone. Only those properties and businesses included within the unified development zone shall be included on the unified development signs erected within the unified development zone.
 - Metes and bounds description of the subject property.
- Three (3) copies of an 11” x 17” SPSP exhibit titled as **Exhibit C – Elevations / Sign Details** containing the following information:
 - Proposed materials of construction, colors, lighting, font of letters, and dimensions of all signs shown on the sign coordination plan and the supporting structure. Elevations shall be a composite of all signs and the building. All proposed or existing sign of any type that are or are proposed to be mounted to the wall shown on the building elevation must be indicated and detailed. **Each non-conforming sign shall be numbered and listed on a sign schedule that describes in detail how the sign varies from the sign ordinance.**
- Three (3) copies of an 8 ½” x 11” SPSP exhibit titled as **Exhibit D – Sign Schedule / Development Standards** containing the following information:
 - Provide a numbered list of all signs that conform and that deviate from the Sign Ordinance and give specific details of what section the sign deviates from and how the sign does not meet the Sign Ordinance requirements. Give an explanation how the non-conforming sign meets the design guidelines outlined in section 1.12 E of the Sign Ordinance.

Preparer's Signature _____