

SPECIAL PURPOSE SIGN DISTRICT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the Special Purpose Sign District request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

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. The following items must be provided to the Town.

- 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
- .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 sealed and signed by a surveyor
 - The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**
- SPSP exhibit titled as **Exhibit A – Statement of Intent and Purpose** listing the intent and purpose of the SPSP. The applicant must state justification for the request
- 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 the 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
- SPSPD 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 signs 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*
 - SPSPD exhibit titled as **Exhibit D – Sign Schedule/Development Standards** containing the following information:
 - Provide 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. Explanation of how the non-conforming sign meets the design guidelines outlined in section 1.12 of the Sign Ordinance*

Preparer's Signature _____