



# APPEARANCE REVIEW COMMISSION SIGNS-SUBMITTAL REQUIREMENTS

An adequate number of color photographs are required to illustrate the site, including buildings and other existing features. Photos may also be used to illustrate installations on other sites which are similar to the applicant's proposal.

Eleven (11) colored prints of the following required drawings shall be submitted to the secretary of the Appearance Review Commission for presentation to the commission at least 14 days prior to the meeting.

Ledger size (11" x 17") or letter size (8.5" x 11") are preferred for submitted drawings, only if all information is legible. If not, a larger format would be accepted (must be folded to a size no larger than 8.5" x 14"). Large mounting boards, material samples, or other exhibits may be used for Commission presentation.

## **WALL SIGN**

### **Sign Drawing**

A scaled drawing of each face of the proposed wall sign is required to show the following information:

- All size specifications, including the sign height & width, letter height & depth, and sizes of any graphic/logo
- Specific description of sign materials & colors and color samples must be submitted
- Wall anchorage details (Note: Anchorage must be interior to the sign or camouflaged.)
- Lighting type and intensity (Note: Light source must be fixed and concealed.)
- If using channel letters indicate the specific color of the letter face, trim cap and letter return

### **Elevation**

- An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign (in scale)
- Show dimensions of the tenant space (lease line to lease line) and specify the sign's placement giving dimensions

## **GROUND SIGN**

### **Site Plan**

A site plan is required containing the following information:

- Scale and north arrow
- Address of site
- All property and street pavement lines
- Proposed ingress and egress to site, including on-site parking area(s), parking stalls and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist aids (if any)
- Location of existing and proposed landscaping
- Location and height of all buildings on the site and all buildings within fifty (50) feet of the boundaries of the site
- Location and height of all existing (to remain) and proposed signs on the site, complete with route of electrical supply to signs
- Location of all existing (to remain) light standards

### **Elevation**

An elevation is required of each face of the proposed sign showing the following information:

- All specifications, including, sign height, width and depth, letter height, also sign height from curb level to top of sign
- Specific description of sign and frame materials including supports and color samples
- Landscaping details (if provided), plant types, sizes, number and spacing)
- Lighting type and intensity