



Unified Sign Agreement Process

1. The following list of items are to be turned in to the Contract Management office in order to begin the Unified Sign Agreement Plan Review process:
 - a. Unified Sign Agreement Submittal Checklist and Application
 - b. Payment of \$1,500.00 administrative fee
 - c. One (1) set of exhibits specific to the project
 - i. Site/Sign Plan
 - ii. Elevation Plan
 - iii. Architectural renderings of the project
 - d. Written description of the project
2. The Unified Sign Agreement Submittal Checklist, application and exhibit(s) will be uploaded into Accela Automation by the Contract Management office staff and routed for Plan Review.
3. Contract Management office Staff will then provide the applicant with the permit number (“USA” number) and will notify them in writing of the items required to complete the Unified Sign Agreement process. **Plan Review** progress can be monitored online 24/7 at <https://aca-prod.accela.com/CFW/Default.aspx>. Follow the steps below:
 - Click on “Development”
 - Enter your case number that was provided to you by office staff
 - Click “Search” > “Record Info” > “Processing Status”Departments that have an hourglass to the left of them are still pending for review. If a department has approved the review, you will see a green check mark. If corrections are needed, you will see a red “X”
4. Once Plan Review has been completed and Contract Management office receives the supporting documentation needed to complete the Unified Sign Agreement, the agreement will be routed for signatures and approvals from the following persons:
 - a. Contract Management - Compliance Manager
 - b. City Attorney
 - c. Development Services Director
 - d. City Secretary
 - e. County Courthouse
5. Once the Unified Sign Agreement(s) has been recorded at County Courthouse, the contact person listed on the Unified Sign Agreement Application will be notified in writing that the Executed Agreement is ready to be picked up from the Contract Management office.