



Development Services

**Unified Sign Agreement  
Submittal Checklist**

Please submit the following items:

- \_\_\_\_\_ **1. Documentation demonstrating the area proposed for the Unified Sign Agreement is a clearly defined unified commercial or industrial development.**

  - Written description of project;
  - Building elevations;
  - Architectural rendering of project.
  
- \_\_\_\_\_ **2. Site/Sign Plan showing:**

  - Lot layout showing dimensions of all lots and rights of way in area proposed for the Unified Sign Agreement;
  - Zoning of all areas;
  - All existing and proposed signs;
  - Spacing between all new and retained signs (300-foot minimum);
  - Dimensioned drawing of each new and retained sign showing allocation of text area by tenant;
  - Ingress and egress points and on-site circulation;
  - Parking areas;
  - Setbacks from property lines (if trying to achieve additional sign height)

*Note: Show dimensions on exhibits*
  
- \_\_\_\_\_ **3. Demonstration of Overall Reduction in Sign Size, Height, and Number.**

  - Exhibit showing signage allowed under standard provisions of Sec. 17B and another depicting proposed signage under a Unified Sign Agreement. Include a calculation table to demonstrate overall reduction of signage equaling at least 50%. This may be presented in tabular or other readily understood format.
  
- \_\_\_\_\_ **4. One Signature Authority Letter**

  - Documentation provided by the entity entering the agreement with the City stating the name of the official(s) who can legally enter into land agreements on behalf of the entity.
  
- \_\_\_\_\_ **5. Plat and Property Deed**

  - Copy of recorded plat and property deed

# Unified Sign Agreement Application

Select the application type:

\_\_\_\_\_ **New**    \_\_\_\_\_ **Amendment**    \_\_\_\_\_ **Termination**

Date: \_\_\_\_\_ Name of Development: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address/Telephone: \_\_\_\_\_

**For all property to be included in the Unified Sign Agreement, please provide the following information (attach additional sheets if necessary):**

Owner(s) Name and Address:

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Legal Description:

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Address of the Property:

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Description of the proposed multi-tenant directory sign:

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Zoning District (s):

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Signature of Applicant: \_\_\_\_\_

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(Office Use Only)

Accepted by:		Notification Sent:	
Neighborhood:			
Council Agenda:		Approved for Permits:	
Permit Number:			