

Unified Sign Agreement Submittal Checklist

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

- Written description of project;
- Architectural rendering of project.
- Official signed and recorded Plat

2. Site/Sign Plan showing:

- Lot layout showing dimensions of all lots and rights of way in area proposed for the Unified Sign Agreement;
- All existing and proposed Easements
- 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)

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. Three (3) sets of the Unified Sign Agreement

- Use format provided by the Planning & Development Department – Development Coordination Office
- Provide 3 fully signed and notarized agreements (all original signatures)

5. 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.

Unified Sign Agreement Application

_____ **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: _____

Legal Description:

Address:

Zoning District (s): _

Check the attachments submitted with application:

_____ Site/Sign Plan _____ Executed Unified Sign Agreement _____ Plat

_____ Other (please specify) _____

Signature of Applicant: _____

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(Office Use Only)

Accepted by: _____ Notification Sent: _____

Neighborhood: _____ Approved for Permits: _____

Council Agenda: _____

Permit Number: _____