



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
PERMIT—SIGN

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

- Project Type Minor Use Planning Type Signs
- ☐ Application fee \$150
 - ☐ Proof of ownership: Deed or Assessor's Property Record Card
 - ☐ Statement of Authority, if required
 - ☐ Vicinity map
 - ☐ Site plan, drawn to scale, including the following information, as applicable:
 - ☐ Scale
 - ☐ North arrow
 - ☐ Location and size of all existing and proposed signs
 - ☐ Easements, building envelopes, and minimum setbacks
 - ☐ Location of all access roads and drives
 - ☐ Construction drawing, in color and drawn to scale, with height and dimensions of all proposed signs and support structures
 - ☐ Sign lighting details, if applicable
 - ☐ Additional information as required by Planning Director _____

Owner Signature(s)
I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

Clayton M Hockel
Owner's Signature
Clayton M Hockel
Owner's Signature

Print/type name of owner

Print/type name of owner