



# Submittal Requirements for Common Projects

## What Type of Applications are Detailed Herein?

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- [Pre-Con Scheduling Requirements](#)
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- [Plat Recording Requirements \(at County\)](#)
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## Who to Submit Applications to

- DRC Meeting Request, Zoning App, Landscape/Screening Plans, & Sign Permits
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [amartin@cityoffate.com](mailto:amartin@cityoffate.com)
- PD Zoning & SUP Applications
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [jweiss@cityoffate.com](mailto:jweiss@cityoffate.com)
- Preliminary Plat, Final Plat & Other Plats, & Grading Only Permits
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [misty.christian@kimley-horn.com](mailto:misty.christian@kimley-horn.com)
  - o [tkimber@cityoffate.com](mailto:tkimber@cityoffate.com)
  - o [sgilbert@cityoffate.com](mailto:sgilbert@cityoffate.com)
  - o [llombard@cityoffate.com](mailto:llombard@cityoffate.com)
- Pre-Con Scheduling Request
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [joyer@cityoffate.com](mailto:joyer@cityoffate.com)
- Site Plan & Amended Site Plan
  - o [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)
  - o [misty.christian@kimley-horn.com](mailto:misty.christian@kimley-horn.com)
  - o [tkimber@cityoffate.com](mailto:tkimber@cityoffate.com)
  - o [sgilbert@cityoffate.com](mailto:sgilbert@cityoffate.com)
  - o [llombard@cityoffate.com](mailto:llombard@cityoffate.com)
- Submittals are accepted on Thursday's only no later than 4 pm ([click for application submittal schedule](#))

- o Sign permit applications (only) are accepted on any business day no later than 4 pm
- Responses are sent to the applicant via email twenty days after a submittal (typically on Tuesday)
  - o Responses to sign permit applications (only) are sent to the applicant via email no later than twelve days after a submittal

## History & Explanation of Updates to this Document

- 2/13/2018 - Added "Concept Plan" & "Development Plan" application requirements
- 10/31/2017 - Updated all zoning related apps to remove tax certificate + single file requirement & edited relevant fees to reflect new fee schedule
- 8/30/2017 - Added "Minor Plat, Amended or Vacation Plat" application requirements
- 7/19/2017 - Updated "Pre-Con Meeting Requirements" to add park dedication & development fees
- 7/19/2017 - Updated "Pre-Con Scheduling Requirements" to edit hardcopy submittal requirements & Pre-Con request recipients
- 6/22/2017 - Updated "Plat Filing Requirements (at County)" to add trail centerlines as required GIS shapefile
- 6/2/2017 - Updated "Final Plat, Replat, & Other Plats" to add cluster mailbox plan
- 6/2/2017 - Updated "Plat Filing Requirements (at County)" to add four required submittal items
- 6/2/2017 - Applications submitted via CD no longer accepted (must instead be submitted via DropBox link or USB stick)
- 3/2/2017 - All applications updated. Please carefully read your application requirements to ensure a complete submittal is made
- 2/21/2017 - Updated "Grading Permit" to include drainage map &, if applicable, detention plan
- 1/17/2017 - Updated "Zoning", "PD", and "CUP" requirements. Removed map and addresses of property owners within 200' of subject property
- 1/13/2017 - Updated "Plat Filing Requirements". Added *address plat*
- 1/13/2017 - Updated "Final Plat, Replat, & Other Plats". Added *proposed addressing for all lots*
- 1/11/2017 - Updated "Who to Submit Applications to". Included [bgriffeth@cityoffate.com](mailto:bgriffeth@cityoffate.com) and [llombard@cityoffate.com](mailto:llombard@cityoffate.com) as recipients of plat and site plan applications
- 6/14/2019 - Removed \$2.50/per written notice



# Submittal Requirements for Common Projects

## **DRC Meeting Request**

- Completed Request Form ([click for form](#))
  - o Request form required to be specific on discussion topics
  - o If applicable - shall include concept plan. PDF only
  - o Request form must be sent by Monday, 8:30 am on week of regularly scheduled DRC meeting
- DRC meetings are by appointment only. Meetings occur every 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month from 8:30 am - 12:30 pm. Appointments are 1-hours & are available ONLY at 8:30, 9:30, 10:30, & 11:30
- Pre-Application/Design Conference Fee, 1<sup>st</sup> meeting free ([click for fee schedule](#))

## **Zoning Application**

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
  - o Completed application
  - o Explanation letter
  - o Survey map
  - o Metes & bounds description
- Zoning Request fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [zoning ordinance](#)

## **Planned Development (PD) Zoning Application**

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing &

proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))

- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Proposed development standards in ordinance form ([click for example](#))
- Three 11"x17" concept site & elevation plans (bound & rolled)
  - o Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
  - o Completed application
  - o Explanation letter
  - o Survey map
  - o Metes & bounds description
  - o Proposed development standards in ordinance form
  - o Concept site & elevation plans
- Planned Development District Zoning fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [PD ordinance](#)

## **Special Use Permit (SUP) Zoning Application**

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
- Three 11"x17" concept site & elevation plans (bound & rolled)
  - o Concept plans shall be prepared by state registered surveyor, architect, or engineer
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
  - o Completed application
  - o Explanation letter



# Submittal Requirements for Common Projects

- Survey map
  - Metes & bounds description
  - Concept site & elevations plans
- Special Use Request fee + \$150 Notification fee ([click for fee schedule](#))
  - Click for [special use permit ordinance](#)

## **Concept Plan Application**

\*Concept Plans required with any Planned Development (PD) Zoning Application & for any property located within the Regional Mixed Use special zoning district ([click for map](#))

\*\*Prior to submitting your Concept Plan Application please review, *at minimum*, the below listed ordinances to ensure a complete submittal is achieved

- [Concept Plan Ordinance](#) (pg.'s 15-20)
  - [Concept Plan Lot & Block Design Standards](#) (pg.'s 22-26)
  - [Concept Plan Building Design Standards](#) (pg.'s 24-35)
- Completed, original Development Application ([click for app](#))
    - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
  - Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
  - One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
  - Three 24"x36" accurately scaled Concept Plans (bound & rolled). Concept Plans shall show

\*< Note - the below list is NOT exhaustive; applicant must review, *at minimum*, above listed ordinances/standards prior to preparing a Concept Plan >\*

- Cover sheet & vicinity map
- Overall development that delineates sub-districts & their acreage
- Building footprints, their area (sf), & their associated uses (include parking, loading/delivery, rubbish, & detention areas)
- Table showing build-to-lines (or ranges) for each use & min/max building height
- Pedestrian & vehicular circulation systems &

length of each block perimeter (include typical cross-sections for each type)

- Delineation of pedestrian-oriented streets & pedestrian-oriented frontages
  - Color aerial with Concept Plan imposed atop aerial
  - Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-35)
  - Tree Preservation Concept Plan indicating tree stands comprised of trees 6 or more caliper inches & if to be removed ([click for ordinance](#), pg.'s 13-16)
  - Landscape concept plan depicting landscaping for a typical building, parking area, pedestrian oriented street & *non-pedestrian* oriented street
  - Screening concept plan depicting proposed locations, methods, & materials
- A parking demand analysis *ONLY IF PROPOSED # OF SPACES EXCEEDS* the parking requirement ([click for parking schedule](#), pg.'s 11-16)
  - USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
    - Completed application
    - Explanation letter
    - Survey map
    - Metes & bounds description
    - Concept Plans (see above for all required plans)
    - If applicable - parking demand analysis
  - Concept Plan application fee + \$150 Notification fee ([click for fee schedule](#))
  - Click for [example concept plan](#)

## **Development Plan Application**

\*Development Plans required with any property zoned Planned Development (PD) & for any property located within the Regional Mixed Use special zoning district ([click for map](#))

\*\**Development Plans are similar to Concept Plans except that Development Plans detail a full block or one sub-zone associated with the approved Concept Plan*

\*\*\*Prior to submitting your Development Plan Application please review, *at minimum*, the type of development plan (either type 1 or 2) you'll be submitting (click for [Development Plan Ordinance](#), pages 23-26)



# Submittal Requirements for Common Projects

- Completed, original Development Application ([click for app](#))
    - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
  - Explanation letter detailing (at minimum) existing & proposed uses, development standards, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
  - One 8"x11" survey map, shall include metes & bounds description ([click for example](#))
  - Three 24"x36" accurately scaled Development Plans (bound & rolled). Remember, Development Plans are more detailed sub-zone or block level plans which show
    - Cover sheet & vicinity map
    - General layout of public & private streets
    - General layout of buildings with a table indicating build-to-lines (or ranges) for each use & min/max building height
    - General layout & dimensions of parking, loading/delivery, rubbish, detention & buffer areas
    - General layout of open space & pedestrian connectivity (i.e. sidewalks, trails, etc.)
    - Delineation of pedestrian-oriented streets & pedestrian-oriented frontages
    - Color aerial with Concept Plan imposed atop aerial
    - Tree survey indicating tree type, caliper & trees to be removed & preserved
    - Architectural elevations (in color) depicting character of each use with a summary table demonstrating compliance with the [building design standards](#) (pg.'s 24-34)
    - Landscape plan for all buildings, streets, parking, open space, & buffer areas
    - Screening plan
  - USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
    - Completed application
    - Explanation letter
    - Survey map
    - Metes & bounds description
    - Development plans (see above for all required plans)
  - Type 1 or Type 2 Development Plan application fee ([click for fee schedule](#)) (click for [Development Plan Ordinance](#), pages 23-26)
- ### **Preliminary Plat Application**
- Completed, original Development Application ([click for app](#))
    - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
  - Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development application) ([click for example](#))
  - Three 24"x36" prelim. plat plans (bound & rolled)
    - Shall include color aerial of site with imposed development
    - Shall include open space, trail, & screen plan ([click for example](#))
    - If applicable - shall include floodplain reclamation concept plan
    - If applicable - shall include detention pond maintenance plan ([click for example](#))
  - List of requested street names ([click for example](#))
  - List of zoning designations, by block & lot ([click for example](#))
  - If applicable - list of proposed off-site easements ([click for example](#))
  - If applicable (PDF only)
    - List of requested variances & reason for request
    - Flood study
    - Traffic Impact Analysis (TIA)
  - Emailed DropBox or equivalent link containing (all files PDF format unless indicated otherwise below)
    - Completed application
    - Explanation letter
    - Preliminary plat plans
    - Street name request. **Excel & PDF file**
    - Lot zoning. **Excel & PDF file**
    - If applicable - list of off-site easements. **Excel & PDF file**
    - If applicable - requested variances, flood study, TIA
    - All files must be both individual files & combined into one PDF file. Name the



# Submittal Requirements for Common Projects

combined file: Application, Combined ([click for example](#))

- Preliminary Plat fee + Engineering Fee if > 25 lots ([click for fee schedule](#))
- Click for [preliminary plat ordinance](#)

## Final Plat & Replat Application

- Completed, original Development Application ([click for app](#))
  - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development application) ([click for example](#))
- Three 24"x36" final plat plans (bound & rolled)
  - Shall include color aerial of site with imposed development
  - Shall include open space, trail, & screen plan ([click for example](#))
  - Shall include cluster mailbox plan (may be incorporated into open space, trail, & screen plan)
  - If applicable - shall include floodplain reclamation permit
  - If applicable - shall include detention pond maintenance plan ([click for example](#))
- List of zoning designations, by block & lot ([click for example](#))
- List of proposed lot addressing, including open space lots ([click for example](#))
- Address plat of proposed lot addressing
- CAD File as PCS "NAD\_1983\_StatePlane\_Texas\_North\_Central\_FIPS\_4202\_Feet" (for addressing)
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in resolution form ([click for example](#))
- If applicable (PDF only)
  - List of requested variances & reason for request
  - Flood study
  - Traffic Impact Analysis (TIA)
- Emailed DropBox or equivalent link containing (all files PDF format unless indicated otherwise below)

- Completed application
- Explanation letter
- Final (or other) plat plans
- Lot zoning. **Excel & PDF file**
- Proposed addressing. **Excel & PDF file**
- Address plat & CAD File
- If applicable - list of off-site easements. **Excel & PDF file**
- If applicable - resolution(s) of off-site easement(s). **Word & PDF file**
- If applicable - requested variances, flood study, TIA
- All files must be both individual files & combined into one PDF file. Name the combined file: Application, Combined ([click for example](#))

- Applicable plat fees ([click for fee schedule](#))
  - Final Plat fee + Engineering Fee if > 15 lots
  - Replat fee + \$150 Notification fee ([click for fee schedule](#))
- Click for [final plat & other plat ordinances](#)

## Minor Plat, Amended or Vacation Plat Application

- Completed, original Development Application ([click for app](#))
  - Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of house & other planned structures, & projected start & completion construction dates (may be provided on pg. 2 of development application) ([click for example](#))
- Three 24"x36" minor plat plans (bound & rolled)
  - Shall include color aerial of site with imposed development ([click for example](#))
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in separate instrument form ([click for example](#))
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
  - Completed application
  - Explanation letter
  - Minor (or other) plat plans
  - Color Aerial Imposed atop minor plat
  - If applicable - list of off-site easements. **Excel & PDF file**



# Submittal Requirements for Common Projects

- If applicable - separate instruments (s) of off-site easement(s). **Word & PDF file**
- Application fee of \$600 ([click for fee schedule](#))
- Click for [minor plat & other plat ordinances](#)

## **Pre-Con Scheduling Requirements**

- DRC approval of final plat
- City Council approval of final plat (or is scheduled for Council action; Pre-Con shall not occur until after Council approval)
- At least 10 days prior to Pre-Con meeting submit
  - Issued for Construction drawings. PDF only
  - Three 11"x17" & two 24"x36" Issued for Construction drawings (bound & rolled)
  - Any quantity, type, & size of the Issued for Construction drawings you want for your records & field crew
  - Signed contracts showing the cost of public improvements (typically includes road, water, sewer, storm sewer). PDF only
  - Complete list of contractors & their contact information (phone & email required). PDF only.
  - If applicable - letter detailing any changes from DRC approved plans. PDF only
- Pre-Cons are by appointment only. Requests must be sent via email to [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com) & [joyer@cityoffate.com](mailto:joyer@cityoffate.com)
  - Scheduling requests shall be sent via email & Issued for Construction drawings delivered at least 10 days prior to the requested Pre-Con date
- Click for [pre-con ordinance](#)

## **Pre-Con Meeting Requirements**

- Public improvements inspection fees
- Park dedication & development fees (if agreement made to postpone payment as required within 5-days of final plat approval)
- Upon release for construction any substantial plan change shall require DRC review & approval. Examples of substantial plans changes include but are not limited to
  - Reduction or addition of lots or detention, altered street or lot orientation

## **Plat Recording Requirements (at County)**

- Two (2) 18"x24" mylars of the plat & (if applicable) plat endorsement sheet
- One (1) 18"x24" bond paper of the plat & (if applicable) plat endorsement sheet

- One (1) 24"x36" mylar of the plat & (if applicable) plat endorsement sheet
- Any quantity, type, & size of the plat & (if applicable) plat endorsement sheet you want for your records (will be stamped by County and available for pickup after recording)
- Tax certificate and tax receipt issued within 90-days indicating no ad valorem taxes are owed for the current year ([click for example](#))
- As-Built construction drawings. PDF only
- Lot Grading Certificate. PDF only
- Address plat. PDF only
- Oncor hot letter. PDF only
- Post-paving vacuum test. PDF only
- Post-paving storm camera. USB drive or email link only
- Maintenance bond made out to City (bonds shall be phase specific)
- Affidavit of bills paid
- Electronic data of all lots & public infrastructure as AutoCAD .dwg & ESRI .shp files including associated metadata .dbf & .shx files in PCS NAD1983 State Plane Texas North Central FIPS 4202/GCS North American 1983, Lambert Conformal Conic, US Survey Feet
  - ESRI .shp files shall be separated into individual files of (at minimum)
    - Phase boundary
    - Right-of-way boundary
    - Street centerlines
    - Lots
    - Sewer infrastructure
    - Storm infrastructure
    - Water infrastructure
    - Fire hydrants
    - Trail centerlines
- Any outstanding fees & documents (e.g. separate instruments, technical letters, etc.)
- Plat recording fee (\$60 per sheet) + tax certificate/ tax receipt recording fee (\$34 for 1<sup>st</sup> page + \$4 each additional page)
- If applicable - recording fee (\$34 for 1<sup>st</sup> page + \$4 each additional page) for other documents required to be recorded (e.g. separate instruments)

## **Grading Permit Only Application Requirements**

- Completed, original Grading Permit Application ([click for app](#))
  - Grading application shall be signed by



# Submittal Requirements for Common Projects

- current property owner or property owner's authorized representative ([click for authorization form](#))
- Emailed DropBox or equivalent link containing as ONE (1) PDF file
  - o Completed application
  - o Grading plan, must be stamped
  - o Pre- & Post-Development Drainage Map
  - o If applicable - detention plan
  - o Erosion Control Plan
  - o SWPPP and NOI
- Grading Permit Fee ([click for fee schedule](#))
- Click for [grading ordinance](#)

## Site Plan & Amended Site Plan Application Requirements

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Explanation letter detailing (at minimum) existing zoning, existing & proposed uses, est. value of necessary public infrastructure & project value at total buildout, & projected start & completion dates (may be provided on pg. 2 of development app) ([click for example](#))
- Three 24"x36" site plan (bound & rolled)
  - o Shall include color aerial of site with imposed development
  - o Shall include open space, trail, & screen plan ([click for example](#))
  - o Shall include color façade & elevation plan
  - o Tree Preservation Detail Plan indicating tree type, caliper, & if to be preserved or removed ([click for ordinance](#), pg.'s 14-16)
  - o Site plan shall be prepared by state registered surveyor, architect, or engineer
- If applicable - list of proposed off-site easements ([click for example](#))
- If applicable - proposed off-site easements, in resolution form ([click for example](#))
- If applicable (PDF only)
  - o List of requested variances & reason for request
  - o Flood study
  - o Traffic Impact Analysis (TIA)
- Emailed DropBox or equivalent link containing as

- ONE (1) PDF file
  - o Completed application
  - o Explanation letter
  - o Site plan plans (includes civil plans)
  - o If applicable - list of off-site easements. **Excel & PDF file**
  - o If applicable - resolution(s) of off-site easement(s). **Word & PDF file**
  - o If applicable - requested variances, flood study, TIA
- Site Plan or Amended Site Plan Fee ([click for fee schedule](#))
- Click for [site plan ordinance](#)

## Landscape/Screening Plans Requirements

- Completed, original Development Application ([click for app](#))
  - o Development application shall be signed by current property owner or property owner's authorized representative ([click for authorization form](#))
- Two 11"x17" landscape & screening plans
  - o Landscape plan shall be prepared by state registered surveyor, architect, or engineer
  - o Landscape plans shall include landscape calculations for each sheet, calculations shall be from matchline-to-matchline. Entire site calculations shall also be provided on last landscape sheet ([click for example of approved landscape/screening plan](#))
  - o Screening plans shall be prepared by state registered engineer
  - o Irrigation plans shall be prepared by a state licensed irrigator
- If applicable - list of requested variances & reason for request
- USB stick or emailed DropBox or equivalent link containing as ONE (1) PDF file
  - o Completed application
  - o Landscape & screening plans (includes irrigation plans)
  - o If applicable - requested variances
- Landscape Review Fee, and, *if applicable*, Sign Permit Fee ([click for fee schedule](#))
- Click for [landscape ordinance](#)
- Click for [screening wall ordinance](#)

## Sign Permit Application Requirements

- Completed, original Sign Permit Application ([click for app](#))



# Submittal Requirements for Common Projects

- Sign application shall be signed by the current property owner & tenant (if applicable)
  - Color drawings of proposed sign (PDF only)
    - Shall clearly show message
    - Shall contain calculations of sign dimensions (length, height, overall elevation, total sq ft)
    - Shall contain description of sign materials & anchoring or mounting/attachment method
    - If applicable - shall contain dimensions of sign supports/base.
    - If applicable - shall contain electrical wiring plan
    - Shall contain, if a Pylon sign, engineering report indicating wind design load
    - Shall contain, if a Wall sign, rendering showing sign affixed to wall with dimensions of wall the sign will be affixed to (length, height, total sq ft) &, if applicable, dimensions of each window & door of wall the sign will be affixed to
    - Shall contain, if NOT a wall sign, survey map or color aerial showing location of sign indicating setback from property line & street
    - If **existing** signs – survey map or color aerial showing location, type, dimensions, & elevation of existing signs
  - USB stick or email (preferred) containing as ONE (1) PDF file
    - Completed application
    - Color drawings of sign
    - If a wall sign - rendering showing sign affixed to wall (with dimensions of wall, doors, & windows)
    - If NOT a wall sign - survey map or color aerial showing location of sign
  - Sign Permit Fee ([click for fee schedule](#))
  - If applicable - Sign Contractor Registration Application ([click for app](#)) & Registration Fee ([click for fee schedule](#))
  - Click for [example of completed/approved sign applications](#)
  - Click for [sign ordinance](#)
- applicable)
  - Color drawings or photo of proposed sign (PDF only)
    - Shall clearly show message
    - Shall contain calculations of sign dimensions (length, height, total sq ft)
    - Shall contain a survey map or color aerial showing sign location & indicating its distance from edge of street pavement
    - If sign to be attached to a wall, shall indicate height of sign (measured from top of sign to ground)
    - Shall indicate what sign is made from (i.e. materials) & how it is to be anchored to ground or mounted/attached to wall
  - USB stick or email (preferred) containing as ONE (1) PDF file
    - Completed application
    - Color drawings or photo of sign (showing sign dimensions, &, if attached to wall, height of sign as measured from top of sign to ground)
    - Survey map or color aerial showing location of sign & distance from edge of street pavement
  - Temporary Sign Permit Fee ([click for fee schedule](#))
  - Click for [example of completed/approved sign applications](#)
  - Click for [sign ordinance](#)

## **Temporary Sign Permit Application Requirements**

- Completed, original Sign Permit Application ([click for app](#))
  - Sign application shall be signed by the current property owner & tenant (if