

Plan Check # (Official Use Only) \_\_\_\_\_



# City of Collegedale

## Sign Permit Application

**NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW**

Project Name:			Project Address:		
Zoning District:			Building/Complex/Subdivision Name:		
Sign # <sup>1</sup>	Sign Size (Height x Length in Decimals)	Sign Location <sup>2</sup>	Suite Frontage Length <sup>3</sup>	Sign Type <sup>4</sup>	Lighting Type
1	X = SF				
2	X = SF				
3	X = SF				
4	X = SF				
5	X = SF				
6	X = SF				

(1) Provide all signs (including any signs less than 4 sq ft) on this application for review. Use additional page(s) if proposing more than 6 signs.  
 (2) Elevation where wall sign is attached to (Ex. North, East, South, or West Elevation). For Freestanding signs, specify the street and/or driveway location.  
 (3) Provide the lineal distance of the suite or building frontage where the wall sign will be placed (Ex. Sign Location: West Elevation, West Frontage Length: 40 feet)  
 (4) (A) Awning Sign, (AR) Arm Sign, (AE) Aerial Arm Sign (B) Banner Sign, (C) Canopy Sign, (M) Monument Sign, (P) Pylon Sign, (PO) Pole Sign - On Premises, (W) Wall Mount Sign

**MINIMUM SUBMITTAL REQUIREMENTS\* NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW**

Provided	Not Provided	# Copies	*Refer to attached Detailed Minimum Submittal Requirements (Page 3) for expanded requirements.
		1 copy	<b>COMPLETED SIGN PERMIT APPLICATION</b>
		1 copy	<b>REQUEST FOR SITE VISITS AND/OR INSPECTIONS</b>
		2 copies	<b>SITE PLAN</b> (for <i>Building Signs</i> when applicable)
		2 copies	<b>SITE PLAN</b> (for <i>Freestanding Signs</i> when applicable)
		2 copies	<b>COLOR SIGN ELEVATION PLAN/RENDERINGS</b>
		2 copies	<b>SIGN SECTION &amp; INSTALLATION DETAILS</b> (for <i>Building Signs</i> when applicable)
		2 copies	<b>SIGN STRUCTURAL &amp; FOOTING DETAILS</b> (for <i>Freestanding Signs</i> when applicable)
		2 copies	<b>LANDLORD OR MANAGEMENT COMPANY APPROVAL</b> (when applicable) and/or <b>HOMEOWNERS ASSOCIATION OR PROPERTY OWNERS ASSOCIATION APPROVAL</b> (when applicable)

**Official Use Only:** \_\_\_\_\_ Accepted  
 as Administratively Complete.  
 \_\_\_\_\_ Deficient, items marked "**NOT PROVIDED**" are required for application acceptance.  
 Staff Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Schedule**

Item Description	Unit Cost	Quantity	Total Cost
Temporary Sign	\$25.00	N/A	
Permanent Sign	\$50.00		
<b>Total Calculated Fees</b>			

Total Calculated Fees \_\_\_\_\_ Cash/Check #/Credit (last 4 digits) \_\_\_\_\_ Receipt # \_\_\_\_\_

**City of Collegedale Building Department**

P.O. Box 1880 Collegedale, TN 37315 Phone: 423-468-1868 Fax: 423-396-3135 Email: amorkert@collegdaletn.gov



# City of Collegedale

## Sign Permit Application

<b>*REQUIRED</b>				
*Tenant/Business/Organization Owner Name:				
*Address:	*Suite:	*City:	*State:	*Zip:
*Phone:		*Email:		
*Contractor:				
*Address:	*Suite:	*City:	*State:	*Zip:
*Phone:		*Email:		
<b>*The property owner shall designate an agent as the applicant for the project.</b>				
PLANS & PERMITS WILL ONLY BE RELEASED TO THE PERSON(S) LISTED AS THE APPLICANT CONTACT BELOW. ANY PERSONS NOT LISTED AS CONTACT WILL REQUIRE AUTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.				
*Applicant Contact:		*Company		
*Address:	*Suite:	*City:	*State:	*Zip:
*Phone:		*Email:		
<b>*Others authorized to pick up plans &amp; permits:</b>				
<p>I (the undersigned) certify that I have read and examined this document and know the same to be true and correct. I understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws and ordinances governing this type of work whether specified here or not. I further agree that the City of Collegedale Building Department has the authority to enforce adopted building, electrical, and appropriate City laws and regulations not indicated on the construction documents. Granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. I acknowledge that this application will expire 180 days after the last plan submittal.</p>				
_____ <b>*Owner Signature</b>	_____ <b>Date</b>	<b>OR</b>	_____ <b>*Applicant Signature</b>	_____ <b>Date</b>



# City of Collegedale

## Sign Permit Application

### Detailed Minimum Submittal Requirements

**USE THIS DETAILED MINIMUM SUBMITTAL REQUIREMENT CHECKLIST AS A GUIDE TO ASSIST WITH PREPARING YOUR APPLICATION**

#### COMPLETED SIGN PERMIT APPLICATION (this application)

<b>SITE PLAN/SUITE LAYOUT PLAN</b>	<p><u>Building Signs</u> (when applicable):            (1) Label the location of all proposed and existing building signs. (2) If it is a multi-tenant building, show the suite outline and label all suite frontage dimensions, including the longest suite frontage. (3) If it is a building, label all building frontage dimensions, including the longest building frontage. (4) Provide each individual sign dimensions and area of all proposed and existing building signs, monument signs, and tenant panels. Check the zoning district to verify the allowable quantity and square footage of each sign. Include a copy of installation instructions.</p> <p><u>Freestanding Signs</u>(when applicable):            (1)Indicate the location of all proposed and existing freestanding signs on a site plan. (2) Show property lines and any easements. (3) Show dimensions from all proposed freestanding sign(s) to reference points: leading edge of sign to property line(s). Include a copy of installation instructions.</p>
<b>COLOR SIGN ELEVATIONS &amp; RENDERINGS</b>	<p><u>Building Signs</u> (when applicable):            (1) Provide a rendering/photo rendering of what the sign(s) will look like on the building/suite frontage. (2) Label and dimension the building and/or suite frontage measurement on all elevation renderings. (3) Identify all types of materials, paint colors, illumination methods and dimensions. (4) Dimension height and length of all letters, logos, and spaces between copy areas.</p> <p><u>Freestanding Signs</u>: (when applicable):            (1) Provide a rendering of what the sign(s) will look like on an architectural elevation plan. (2) Identify all types of materials, paint colors, illumination methods and dimensions. (4) Dimension the height and length of any sign panels, tenant panels and architectural features of the proposed freestanding sign(s).</p>
<b>SECTION DETAILS</b>	<p><u>Building Signs</u> (when applicable):            (1) Provide a cross-section detail demonstrating how the building sign(s) will mount onto the building. (2) Demonstrate materials, colors, attachment methods, and lighting methods (if sign lighting is proposed).</p>
<b>SIGN STRUCTURE &amp; FOOTING DETAILS</b>	<p><u>Freestanding Signs</u>: (when applicable):            (1) Provide structural and footing details for any proposed freestanding sign. (2) Structural plans are reviewed by the City of Collegedale Building Department for compliance with the International Building Code Collegedale is presently enforcing.</p>
<b>PROPERTY OWNER APPROVAL(S)</b>	<p>Provide written approval from the property owner(s), and/or the property owner's designated management company (when applicable)            Provide written approval from any governing homeowner's association or condominium owner's association (when applicable).            NOTE: A signature on a drawing does not qualify as a property owner approval letter unless supporting written documentation is provided. (i.e. written letter, printed email correspondence.)</p>
<b>ADDITIONAL RESOURCES</b>	



# City of Collegedale

## Sign Permit Application

### THIS REQUEST CONCERNS ALL PROPERTY IDENTIFIED IN THE CONSTRUCTION DOCUMENT (PLAN REVIEW) APPLICATION

The City of Collegedale maintains a proactive business and resident friendly approach to new developments as well as improvements to existing developments. In order to provide flexibility in the review of Sign Permit Applications, the City of Collegedale provides two processes from which an owner or agent may choose to have the City process the application. The methodologies are:

#### 1. Enhanced Application Review Process

Within the parameters of the City of Collegedale adopted codes and ordinances, the Enhanced Application Review process is intended to increase the likelihood that the applicant will obtain an expedited favorable written decision or recommendation upon completion of the City's sign reviews. To accomplish this objective, the Enhanced Application Review process allows:

- The applicant and the City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review process;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and collaborative work environment will allow the review of an application to be expedited within the Staff review time frames.

#### 2. Standard Application Review Process

Under the Standard Application Review Process, the application is processed in accordance with the City of Collegedale adopted codes and ordinances. These provisions significantly minimize the applicant's ability to collaboratively work with the City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Sign Permit Application flow charts that are included as part of the Sign Permit Application Checklist. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

\_\_\_\_\_ **Enhanced Application Review** I hereby authorize the City of Collegedale to review this application utilizing the Enhanced Application Review process.

\_\_\_\_\_ **Standard Application Review** I hereby authorize the City of Collegedale to review this application utilizing the Standard Application Review process.

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Agent/Applicant Signature**

**Official Use Only**

\_\_\_\_\_  
**Submittal Date**

\_\_\_\_\_  
**Sign Permit Application/Plan Check Number**



# City of Collegedale

## Sign Permit Application

**THIS REQUEST CONCERNS ALL PROPERTY IDENTIFIED IN THE CONSTRUCTION DOCUMENT (PLAN REVIEW) APPLICATION**

\_\_\_\_\_

**Project Name**

\_\_\_\_\_

**Project Address**

### STATEMENT OF AUTHORITY

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refers to them all.
2. I have the authority from the owner to act for the owner before the City of Collegedale regarding any and all sign permit application regulatory or related matter of every description involving all property identified in the construction document.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Collegedale staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application.
2. I understand that even though I have requested the City of Collegedale staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection may or may not be necessary, and may opt not to perform the site visit and/or an inspection

**Property Owner/Property Owner's Agent**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

**Official Use Only**

\_\_\_\_\_

**Submission Date**

\_\_\_\_\_

**Plan Check Number**