

# CITY OF CORDOVA



## SIGN PERMIT APPLICATION CITY OF CORDOVA

### INSTRUCTIONS

Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request.

APPLICANT INFORMATION	
Name	
Address	
Telephone [home]	
Business Name	
Business Address	
Telephone [business]	
Business FAX	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

PROPERTY/PROJECT INFORMATION	
Address of subject property	
Parcel identification number	
Property owner [name/address]	
Current zoning	
Proposed use	
Construction start date	





## CHECKLIST - REQUIRED ITEMS TO BE SUBMITTED FOR SIGN PERMIT APPLICATION

- { } Completed application.
- { } Application fee(s).
- { } Two (2) copies of all sign plans, drawn to standard industry scales.

### **SITE PLAN**

- { } Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle.
- { } Exterior building dimensions.
- { } Street names and locations of streets, curbs, and sidewalks adjacent to the site.

### **EXTERIOR ELEVATIONS**

- { } Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimension, and height of sign above grade.
- { } Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- { } Section detail of sign including mounting and electrical details. Include depth dimension of sign.

**The following criteria shall be used in measuring a sign to determine compliance with these standards:**

**Sign Area:** The area of the display surface of a sign shall be computed as including the area comprising the entire display, but not including the forming parts of the display such as frames. Only one side of a double-faced sign shall be included in the calculation.

**Clearance:** Clearance is measured from the average grade at the base of the sign to the lowest point in the sign.

**Height:** Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

**Area of front building façade:** The area of the front building façade shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space.

### **OTHER REQUIREMENTS**

1. Any other requirement as requested by the Planning Department.







