



Ground Signs Application Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Eleven (11) sets of full sized plans** (24" x 36") and **ten (10) sets of reduced plans** (11" x 17") are required for all applications. All **plans shall be folded** to 8-1/2" x 11" (approximately) and submitted **in collated sets**. One full-sized rendered copy of the site plan, building elevations and preliminary landscape plan shall also be submitted. The rendered plan shall be rolled, not folded.

- 1. **APPLICATION FORM.** Include signature(s) of legal property owner(s) as well as applicant.
- 2. **FILING FEE if applicable.** (See Exhibit A, Fees and Charges Resolution)
- 3. **DETAILED SIGN DRAWING.** Detailed construction and architectural plans drawn at 1 in. = 1 ft. or larger scale. Plans shall include cabinet style and color scheme, specific lettering style and mounting technique, and method of illumination. A cross section of the sign shall be included.
- 4. **SITE PLAN.** Plan shall be drawn at 1 in. = 1 ft. or larger scale and shall include the length of the street frontage, the specific sign location, and the areas surrounding the sign including but not limited to the center line of street(s), property lines, sidewalks, driveways, parking areas, and landscaped areas. The site plan shall also include the location and size of any existing ground signs.
- 5. **PHOTOS.** Several photos of the proposed sign location, adjacent development, and all existing ground signs.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____