



Wall 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. **Two (2) sets of full sized plans (24" x 36") or reduced plans (8 1/2" x 11")**, one of which shall be in color, are required for all applications. All **plans shall be folded** to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- 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.** Plan shall drawn at 1 in. = 1 ft. or larger scale and shall include the specific placement of the sign. The drawing shall show specific lettering style, cabinet style, color scheme, mounting technique, and method of illumination. A cross section of the sign, wall, and lighting technique shall be included.
- 4. **BUILDING ELEVATION(S).** Plans shall be drawn at 1 in. = 1 ft. or larger scale and shall include the dimensions of the building frontage and building walls including height, width, roof height and overhangs for the elevation(s) where the proposed wall sign(s) will be located.
- 5. **PHOTOS.** Several photos of the proposed sign location and adjacent development.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____