

II. Signage Details - Please review each information block and indicate project information details:

<p>Type of Signage</p> <input type="checkbox"/> Freestanding sign <input type="checkbox"/> Building/Wall sign <input type="checkbox"/> Canopy/Awning sign <input type="checkbox"/> Electronic Message sign <input type="checkbox"/> Temporary sign <input type="checkbox"/> Tenant Panel <input type="checkbox"/> Other _____	<p>Action</p> <input type="checkbox"/> Erect <input type="checkbox"/> Alter <input type="checkbox"/> Sign Copy Change <input type="checkbox"/> Repair <input type="checkbox"/> Other _____	<p>Illumination</p> <input type="checkbox"/> No Lighting <input type="checkbox"/> Externally Lit <input type="checkbox"/> Internal LED <input type="checkbox"/> Internal Florescent <input type="checkbox"/> Other _____	<p>Construction</p> <input type="checkbox"/> Painted <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Channel Letters <input type="checkbox"/> Concrete Block <input type="checkbox"/> High Density Foam <input type="checkbox"/> Light Box <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
<p>Number of Sign Faces</p> <input type="checkbox"/> Single Face <input type="checkbox"/> Double Face	<p>Size of Sign Structure</p> <p>_____ Height</p> <p>_____ Length</p> <p>_____ Width</p>	<p>Size of Sign Copy Area</p> <p>_____ Height</p> <p>_____ Length</p> <p>_____ Sq. Ft.</p>	

III. Signage Development Standards

<p>Identify All Existing Signs (if any)</p> <p>Total Number of Existing Signs: _____</p> <p>Total Number of Freestanding Signs: _____</p> <p>Total Sq. Ft. of Freestanding Signs: _____</p> <p>Total Number of Building Signs: _____</p> <p>Total Sq. Ft. of Building Signs: _____</p> <p>Total Sq. Ft. of Temporary Signs: _____</p>	<p>For Freestanding Signs Only</p> <p>The City requires a minimum sign setback of 5 feet from all property lines. This measurement shall be from the property line to the nearest point of the sign structure. In NO case shall any part of a sign overhang a property line or encroach on a public right-of-way or designated easement.</p> <p>Specify proposed setbacks below (as applicable):</p> <p>_____ Front Yard _____ Front Yard (corner lot)</p> <p>_____ Rear Yard _____ Side Yard</p>
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IV. Site Plan, Exhibits and Renderings

Submit a plan, sketch or other exhibit showing the proposed sign(s) and structural details, including: sign height, dimensions and sign copy area for each new sign; electrical and lighting details (as applicable); the location of new signs on the property; setbacks; the location, dimensions and area of existing signs on the property; and construction materials used.

V. Affidavit

I understand that I am required to include ALL property information, proposed improvements, and other such project delineations that may be necessary to confirm code compliance and to ensure no conflicts.

I understand it is the *Property Owner's* responsibility to ensure all development activity occurs within the designated property boundaries described in this application. The City of Arcadia strongly recommends that all applicants obtain and submit a certified boundary survey, conducted by a licensed surveyor, prior to any planned development activities. Please be advised, in some cases, the City of Arcadia will require the applicant to submit a certified boundary survey in order to fully process an application.

Signature of Applicant

Date

SIGNAGE INFORMATION SHEET: SIGN PERMIT APPLICATION

VI. Sign Design and/or Site Plan Details

1. Applications which lack essential information required by the City's Code of Ordinances cannot be processed for technical utility and zoning compliance review and will be returned to you for completion.
2. Provide site plan information and project details in a clear, legible format. If we are unable to understand or read project details, it may contribute to unnecessarily extending permit review processing time.
3. Reference your survey and plat information to ensure your improvements are within areas of legal ownership, and utility and service access are within approved easements and public right-of-ways.
 - DeSoto County Property Appraiser property search website at: www.desotopa.com/GIS/Search_F.asp
4. Exceeding height allowances or proposed encroachments into required yard setbacks (extending beyond zoning envelope or build-to lines) will require a zoning variance application -- and may not be supported by the City.

General Information to Provide on Site Plan

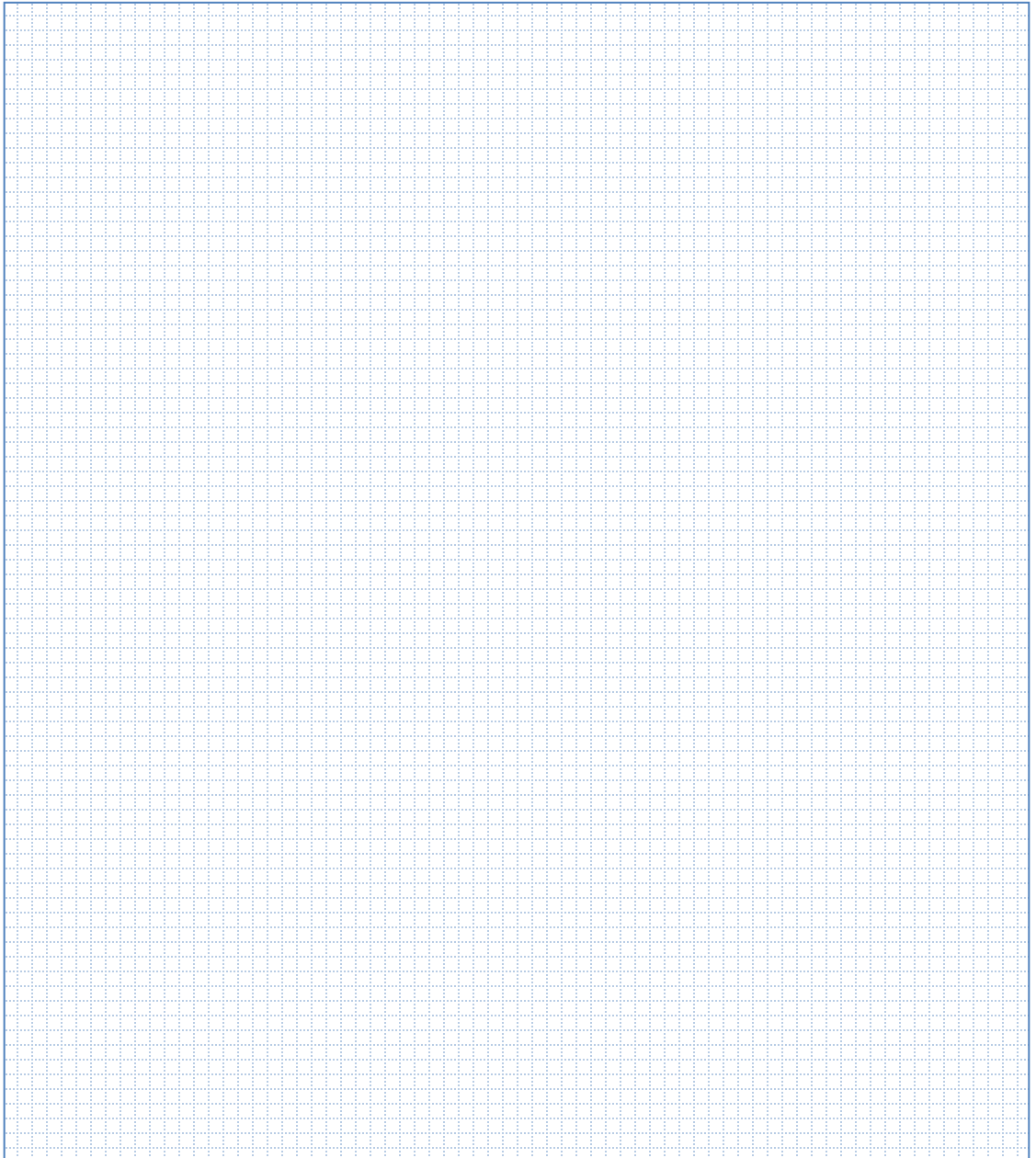
- North arrow
- Street names
- Property lines
- Right-of-ways
- Utility easements
- Identify primary building structures or points of reference
- Show measurement details in feet/inches

Signage Details

- Draw Full Sign
- Identify all signage architectural and design elements
- Identify sign copy area and include measurement of:
 - Height
 - Length

Site Plan Details

- Placement in yard
- For monument signs, include base, column and cap of structure
- Sign footprint
- Sign structure:
 - Height
 - Length
 - Width
- Include property address on signage structure



Planning and Zoning Review:

- Approved
- Denied

Zoning Inspector Signature

Date: _____

Utility Systems Review:

- Approved
- Denied

Utility Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Public Works Review:

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Code Enforcement (First Inspection):

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:

Code Enforcement (Final Inspection):

- Approved
- Denied

Inspector Signature

Date: _____

Notes, Restrictions, and Permit Coordination:
