



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be attached to the documents section of your record in [CITIZEN ACCESS PORTAL](#)
- ◆ Upload all documents and drawings per required checklist, as a single Zip Folder with individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.

Description	Document Naming Convention
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Drawing of the proposed sign, including the following: _ Overall sign dimensions (including base, wall area, background area) _ Construction materials _ Method of fastening the sign to the ground or permanent structure	Proposed Sign
For Limited Duration Wall Signs: Gross floor area of building/tenant space, exact, scaled location of sign on building. Elevations must include existing building signs.	Wall Sign Elevations
For Limited Duration Freestanding Signs: Site plan showing property lines & any adjacent sidewalks, rights of way from center of streets, vision triangle, landscaping, screening and exact, scaled location of sign on property. Site plan must include all existing freestanding signs within 100 feet of the proposed sign.	Site Plan

*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.