SIGN CRITERIA REQUIREMENTS

Submittal Requirements.

____ Submit three (3) copies of the proposed sign plan including site plans and elevations. Plans shall be no larger than 18" x 24" and in no case shall have a format smaller than 8-1/2" x 11".

____ Location, size, height, materials used, color, lighting, and full dimensions of the proposed sign shall be included.

____ Both the sign contractor and applicant shall have their names and phone numbers printed on the plans, as well as the street address for the proposed sign.

____ Elevations of all structures where signs will be attached, painted or otherwise located on shall be submitted illustrating the subject signs location.

____ Scale of drawings shall be made so that all pertinent information is discernible. A North arrow shall be provided.

____ If there is more than one proposed sign for an establishment these signs shall be submitted in one group presentation.

____ All application submittals for freestanding signs shall include the following information on a site plan:

   A. Exterior property lines indicating full dimensions.

   B. All streets and/or right-of-ways adjacent to the site.

   C. Other freestanding signs within 100 feet of the proposed freestanding sign.

____ If the proposed sign plan is located within a shopping center the site plans must have the owner's signature, and must comply with the approved sign criteria for the shopping center.

____ A sign plan cannot and shall not be accepted for processing if any of the required information is not complete and accurate.

____ Fees: See Fee Schedule
SIGN CRITERIA APPLICATION

Name of Shopping Center (please print)

Name of Applicant (please print)       Contact Name

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Sign Company

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUEST: (Describe specific nature of approval requested)

LOCATION OF PROJECT: ________________________________

PROPERTY DESCRIPTION: ______________________________

Property Owner Authorization: The undersigned states that they are the owner(s) of the property described herein and hereby give authorization for the filing of this application.

Print Name       Signature       Date

(For Staff Use Only)

Received By ____________
Date ________________
Sign Criteria No. __________
Cross Reference Case No. __________

603-4.9a
3/09