

**Unified Sign Agreement  
Submittal Checklist**

- \_\_\_\_\_ **1. Documentation demonstrating the area proposed for the Unified Sign Agreement is a clearly defined unified commercial or industrial development.**

  - Written description of project;
  - Building elevations;
  - Architectural rendering of project.
  
- \_\_\_\_\_ **2. Site/Sign Plan showing:**

  - Lot layout showing dimensions of all lots and rights of way in area proposed for the Unified Sign Agreement;
  - Zoning of all areas;
  - All existing and proposed signs;
  - Spacing between all new and retained signs (300 foot minimum);
  - Dimensioned drawing of each new and retained sign showing allocation of text area by tenant;
  - Ingress and egress points and on-site circulation;
  - Parking areas;
  - Setbacks from property lines (if trying to achieve additional sign height)
  
- \_\_\_\_\_ **3. Demonstration of Overall Reduction in Sign Size, Height, and Number.**

  - Exhibit showing signage allowed under standard provisions of Zoning Ordinance, Sec. 6.410 and another depicting proposed signage under a Unified Sign Agreement. Include a calculation table to demonstrate overall reduction of signage equaling at least 50%. This may be presented in tabular or other readily understood format.
  
- \_\_\_\_\_ **4. Three (3) sets of the Unified Sign Agreement**

  - Use format provided by the Planning & Development Department – Development Coordination Office
  - Provide 3 fully signed and notarized agreements (all original signatures)
  
- \_\_\_\_\_ **5. One Signature Authority Letter**

  - Documentation provided by the entity entering the agreement with the City stating the name of the official(s) who can legally enter into land agreements on behalf of the entity.

**Unified Sign Agreement Application**

**New**     **Amendment**     **Termination**

Date: \_\_\_\_\_ Name of Development: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address/Telephone: \_\_\_\_\_

**For all property to be included in the Unified Sign Agreement, please provide the following information (attach additional sheets if necessary):**

Owner(s) Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_

Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District (s): \_\_\_\_\_

**Check the attachments submitted with application:**

Site/Sign Plan                                   Executed Unified Sign Agreement  
 Other (please specify) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

.....

(Office Use Only)

Accepted by: \_\_\_\_\_ Notification Sent: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Council Agenda \_\_\_\_\_ Approved for Permits: \_\_\_\_\_

Permit Number: \_\_\_\_\_