



DESIGN REVIEW (SIGN) SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant Use STAFF USE

- Date of pre-application meeting: _____
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Data Tables Below:

PROJECT DESCRIPTION	
Type of Signage:	<input type="checkbox"/> Master Sign Plan <input type="checkbox"/> Single Tenant Signage
Type of Design Review:	<input type="checkbox"/> Building Design Review <input type="checkbox"/> Subdivision/Common Area Landscape <input type="checkbox"/> Design Review Modification <input type="checkbox"/> Staff Level
THIS DR APPLICATION IS A REQUEST TO CONSTRUCT, ADD OR CHANGE THE FOLLOWING (briefly explain the nature of the request):	

MONUMENT SIGN (check Eagle City Code 8-2A-8 or specific Master Sign Plan to see requirements)

SIGN DATA	PROPOSED
Sign Dimensions (including base)	
Area of Signage	
Illumination style & wattage of bulbs	
Proposed Hours of illumination	
Sign Landscaping	
Proposed Sign Construction Materials	

BUILDING WALL SIGN (check Eagle City Code 8-2A-8 or specific Master Sign Plan to see requirements)

SIGN DATA	PROPOSED
Sign Dimensions (including base)	
Area of Signage	
Illumination style & wattage of bulbs	
Proposed Hours of illumination	
Sign Landscaping	
Proposed Sign Construction Materials	

- Check that your proposed sign(s) comply with the requirements in [Eagle City Code 8-2A-8](#) or with the developments Master Sign Plan
- Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with the Design Review standards and the [Eagle Architecture and Site Design Book](#).
- One (1) vicinity map (8 ½” x 11”) at 1” = 300’ scale (or similar), labeling the location of the property and adjacent streets.

- Copy of Deed; and, if the applicant is not the owner, an **original** notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.
- Detailed site, landscape, elevation, and floor plan(s) to scale. (No smaller than 1" = 30', unless otherwise approved.) One of each plan (site, landscape, elevation, and floor plan) is required to be submitted in the following plan sizes:
 - FOURTEEN (14) 11" x 17" TO SCALE **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
 - FOURTEEN (14) 11" x 17" color rendering of each proposed sign
 - ONE (1) 8 ½" x 11" REDUCTIONS
- Sign material samples showing types, colors, textures, etc. shall be brought to the Design Review Board meeting. Samples should be no larger than 4" x 4".
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE DESIGN REVIEW BOARD MEETING AND CITY COUNCIL MEETING.
- Any additional information to aid in understanding the project.

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature