



## DESIGN REVIEW (STAFF LEVEL 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 SIDES 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.
- Check that your proposed sign(s) comply with the requirements in [Eagle City Code 8-2A-8](#) or with the developments Master Sign Plan
- Payment of application fee - \$150.00 & permit fee - \$50.00 (due at the time of application submittal).
- Data Tables Below:

### PROJECT DESCRIPTION

**THIS DR APPLICATION IS A REQUEST TO CONSTRUCT, ADD OR CHANGE THE FOLLOWING (briefly explain the nature of the request):**

**Tenant Panel to be Located on Existing 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	
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	
Proposed Sign Construction Materials	

- A complete commercial building permit application form (available at [Permits, Applications, Forms & Fee Schedules A-B](#)).
- 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](#), and (if applicable) the Master Sign Plan for the Site.
- One (1) vicinity map (8 ½" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets. Please indicate the location of the property on the map.
- 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.

- Written approval from the building's managing entity stating that the proposed signage complies with the master sign plan. This written approval shall include the printed name and signature of the managing entity.
- One (1) 11" x 17" color rendering (**TO SCALE**) of each proposed sign, **folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)** .
- Building elevations showing the following:
  - Location of proposed building wall sign(s)
  - Elevation plan showing front and side views of all building wall sign(s)
  - Elevation plans showing tenant panel on monument sign (if applicable)
  - Method of illumination (include detail specifications of light fixture showing style, wattage, luminaries, etc)
  - Night view showing the method of illumination of all proposed signs
  - Exterior dimensions (height and width) of tenant space
- One of each elevation plan is required to be submitted in the following sizes, arrange in complete sets (one of each in each set):
  - ONE (1) 8 ½" x 11" REDUCTION
  - ONE (1) 11" x 17" REDUCTION (**TO SCALE**) **folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)** .
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- 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