



Application for Design Review – Signage Only

Applicant Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Agent Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Property Address (Es): _____

Current Zoning: _____

Current/Most Recent Property Use: _____

Proposed Use: _____

Numerous areas of the City have design guidelines which are specific to projects and must be adhered to. The design guidelines can be found at the following link under the design review district heading on the page: <https://www.buildupracine.org/business-tools/planning/>





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

Required Submittal Format

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. Signage Review Application		
2. Site Plan (drawn to scale) if installing freestanding sign, including: <ol style="list-style-type: none"> a. Fully dimensioned property boundary b. All buildings (existing and proposed) c. Setbacks from property lines d. Identification as to whether all elements are “Existing” or “Proposed” e. Location of signage, with setbacks 		
3. Lighting Plan <ol style="list-style-type: none"> a. Location of light fixtures b. A cut sheet of light fixtures with indication of cut-offs or shielding c. Illumination diagram indicating intensity of lighting on the property. 		
4. Signage Plan <ol style="list-style-type: none"> a. dimensioned color elevations of signage b. A diagram showing the location of the proposed signage on building 		
5. Samples of sign materials		

Acknowledgement and authorization signatures

Design Review is not like a building permit; applying does not mean it will be approved.

The Review Committee may approve the design outright, or with changes which must be adhered to.

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application.

Owner Signature (acknowledgement and authorization): _____ Date: _____

Applicant Signature (acknowledgement): _____ Date: _____

