



Town of Arlington

DESIGN REVIEW COMMITTEE Sign Approval Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Business Name (where sign will be located): _____
Business Address (where sign will be located): _____
Contact Person (for business where sign will be located): _____
Daytime Phone: _____ Fax Number: _____
E-mail Address: _____

Company Name of Sign Installer: _____
Contact Person: _____
Mailing Address: _____
Daytime Phone: _____ Fax Number: _____
E-mail Address: _____

Company of Sign Designer (if different than sign installer): _____
Contact Person: _____
Mailing Address: _____
Daytime Phone: _____ Fax Number: _____
E-mail Address: _____

Name of Property Owner: _____
Mailing Address: _____
Daytime Phone: _____ Fax Number: _____
E-mail Address: _____

➤ Sign Type & Number Requested (i.e. Wall, Ground, etc.): _____

➤ You must also attach a completed "Sign Checklist" and ALL items required therein.

APPLICANT SIGNATURE: _____

****NOTE: Sign permits are required from Shelby County Office of Construction Code Enforcement prior to installation of the sign. Once the sign is approved by staff or the Design Review Committee and all changes have been made (if required), an approval letter will be prepared for your delivery to Shelby County.**

OFFICE USE ONLY

Date Received: _____
Amount: _____
Fee Receipt #: _____

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SIGN CHECKLIST

APPLICATION DOCUMENTS:

The applicant shall either indicate with a checkmark (✓) that the following items have been completed, or indicate with (N/A) that the item is not applicable.

➤ Sign Application Submittal for **Preliminary Administrative Review** to include:

_____ Application fee of \$50.00 per sign (check made payable to the *Town of Arlington*)

_____ Sample of all colors (other than white) and materials

_____ Provide two (2) sets of application submittal. Include in each set the following:

Completed application form

Completed sign checklist (both pages)

Written approval from landlord/property owner, as applicable, of proposed sign

Color drawing or photo of the proposed sign, with dimensions (height, width, etc.)

Drawing of the sign details showing internal illumination, materials, etc.

Lighting cut sheets for external illumination, if necessary

Site plan or rendering showing location of sign

Landscaping plan for all freestanding, grouping or subdivision signs, showing location of plant materials, species and quantity.

➤ Sign Application Submittal for **DRC consideration**, upon completion of staff review, provide the following:

_____ All renderings submitted on a CD in JPEG format

_____ Fourteen (14) copies of the submittal, revised as necessary, folded to 8 ½” x 11”, and collated into packets.

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SIGN CHECKLIST, Cont'd

- All items in this Sign Checklist shall be completed. If not filled out fully, the application may be deemed incomplete and returned to the applicant. Where not applicable, note "N/A."
- A separate sign checklist shall be completed for each sign being requested.
- Refer to Chapter 7 of the Arlington Zoning Ordinance and the Design Guidelines Manual, for requirements.
- **Note: Any decision that is appealed from the Design Review Committee to the Planning Commission will result in a \$300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a \$200.00 fee.**

GENERAL INFORMATION:

Zoning classification of property where the sign is to be located: _____

If located in a shopping center, note the name of the center: _____

SIGN INFORMATION:

Sign type proposed (circle one):

| | | | |
|-----------------------|-------------------------|----------|------------|
| Wall | Awning / Canopy | Grouping | Projecting |
| Freestanding (Ground) | Residential Subdivision | Other | |

Sign Location (provide a rendering or graphic showing location on the wall, or on the site for all other signs with dimensions from rights-of-way and property lines.): _____

Lineal feet of building or tenant frontage: _____

Sign height from surrounding grade: _____

Sign dimensions: width: _____ height: _____

Sign area (see attached for information on sign area measurement): _____ square feet

Sign colors and materials (samples required for any color other than white):

| | |
|------------------------------|-----------------------------|
| letter colors: _____ | letter materials: _____ |
| logo colors: _____ | logo materials: _____ |
| background color: _____ | background materials: _____ |
| return and trim color: _____ | |

ILLUMINATION:

Will the sign be illuminated? yes no

If yes, will it be internal external?

- If internal, provide detail showing illumination. White lighting only. Reverse channel only on wall signs.
- If external, provide cut sheet showing fixture and wattage.

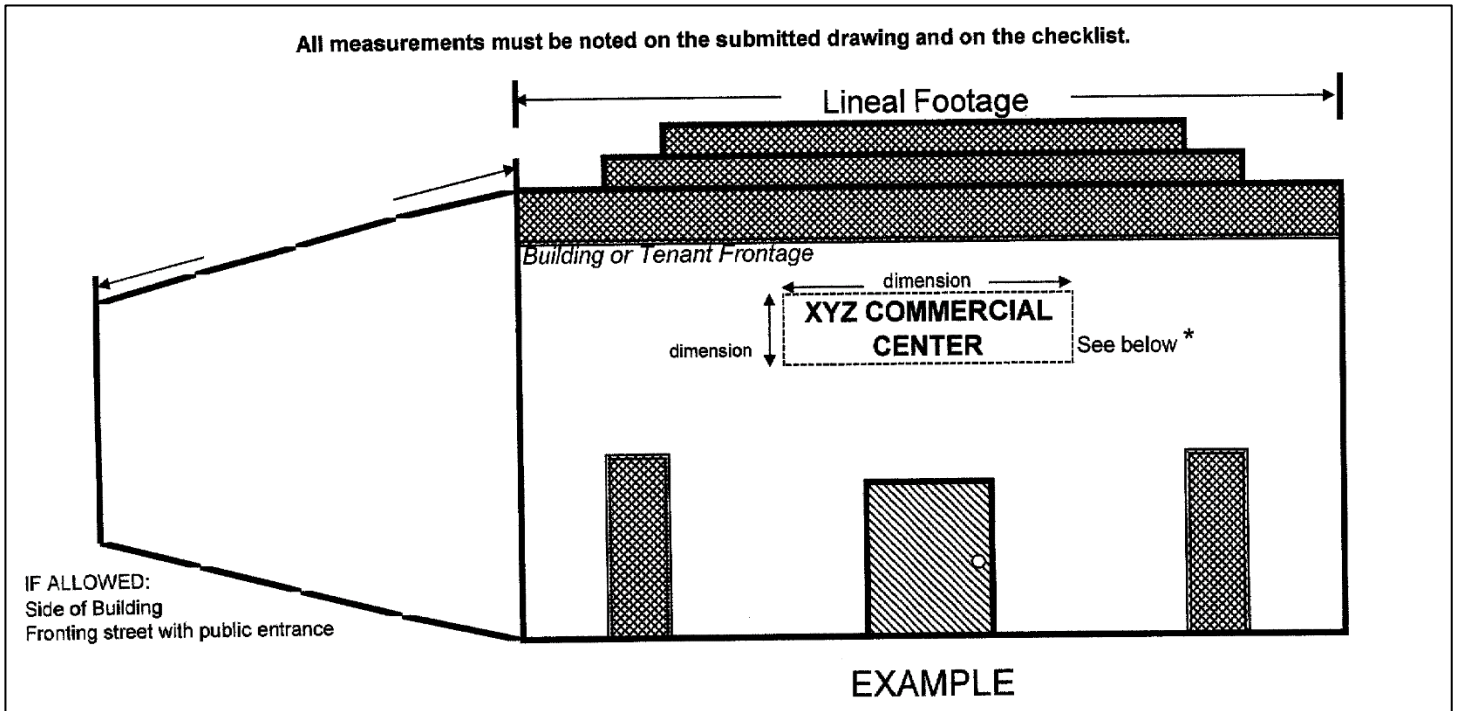
LANDSCAPING:

Provide a landscaping plan for any freestanding, grouping or residential subdivision sign.

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INFORMATION ON SUBMITTING A SIGN APPLICATION

1. **DRAWINGS:** Provide a drawing or picture of the building for wall-mounted signs to identify: the size of the building or tenant frontage, and also where signs are proposed.



2. **ILLUMINATION:** Illumination of attached wall signs shall be reverse channel (halo-lit) or use external illumination only.
3. **ILLUMINATION:** Illumination of ground-mount signs must use white light, with an opaque background and light shining only through the text.
4. **TEXT COLORS:** Lettering for Wall Signs may be one of the following colors only:
 - White
 - Cream (Pantone 4545C)
 - Bronze (Pantone 448C)
 - Gold Tone (Pantone 873C)
 - Black
5. **SIGN AREA:** The sign area shall be an area enclosed by one continuous line, connecting the extreme points or edges which shall include all lettering, wording, and accompanying symbols together with any background, but shall exclude any necessary supports or uprights. For a sign composed of individual letters or figures, the area is that of the smallest rectangle or other geometric shapes that encompasses all the letters or symbols.
6. **DEPOT SQUARE:** Signs within the B-3 Zone and Depot Square Overlay area are subject to separate Design Guidelines for our historic district of Town.