



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: _____

Attach a completed "Sign Checklist" and all items required therein.

APPLICATION SUBMITTED BY: _____

NOTE: Sign permits are required to be pulled with the Memphis and Shelby County Office of Construction Code Enforcement prior to installation of the sign. Once the sign is approved by the Design Review Committee and all changes have been made (if required), an approval letter will be sent to Shelby County.

OFFICE USE ONLY

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

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SIGN CHECKLIST

All items in this sign checklist shall be completed. If not completed, 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, as well as 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 the property where the sign is to be located: _____

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

SIGN INFORMATION:

Sign type proposed (check 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 sign detail showing illumination. White lighting required.
- 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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SIGN CHECKLIST, Cont'd

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 staff 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.

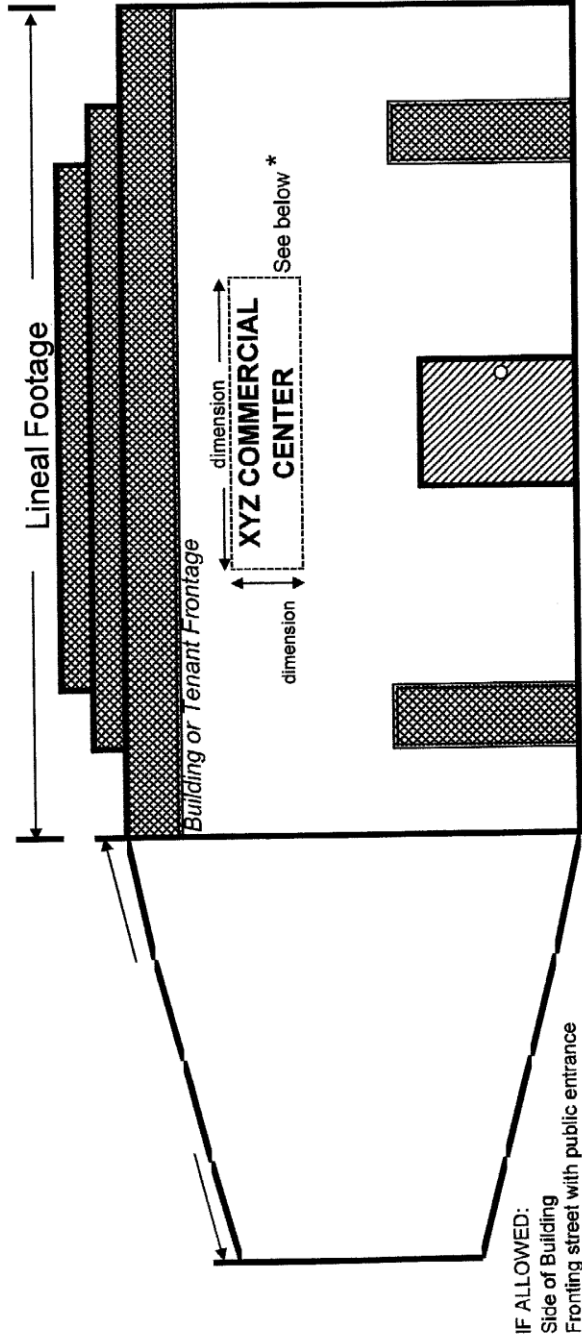
Sign Application Submittal **upon completion of staff review**, provided the following:

_____ 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.

HOW TO SUBMIT DRAWING FOR SIGN APPLICATION

All measurements must be noted on the submitted drawing and on the checklist.



EXAMPLE

GENERAL INFORMATION:

1. Illumination of attached business sign must be reverse channel halo-lit or external illumination.

2. Lettering may be one of the following:

- White
- Cream (Pantone 4545C)
- Bronze (Pantone 448C)
- Gold Tone (Pantone 873C)
- Black

* 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.