



## PLANNING & ZONING

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# SIGN PERMIT

## SUBMITTAL REQUIREMENTS

The City's Sign Code is **Section 7.6** of the City of Page Zoning Code. Go to:

[http://www.cityofpage.org/zoning\\_ordinance.html](http://www.cityofpage.org/zoning_ordinance.html)

Check with both **Section 7 Site Design Requirements** and **Section 7 Site Design Requirements Tables**

**There is no application form to fill out. Just make sure that all the contact information is included on the site plan and sign elevation drawings.**

### A. SITE PLAN

Provide two 8 ½ x 11 originals (no faxes or copies of faxes). Include names of the property owner, sign company / representative's name, direct phone numbers, and email addresses.

Site plans must include the following elements. Draw to scale and make legible:

1. Subject parcel(s), in their entirety.
2. Property lines
3. All structures, existing and proposed
4. Existing signage
5. Proposed signage
6. Adjacent streets and their names
7. Adjacent land uses/streets
8. Vicinity map
9. Dimensions and scale
10. Landscape areas
11. North arrow
12. Ingress/egress

**B. SIGN ELEVATION DRAWINGS** (Two 8 ½ x 11 originals, *no faxes or copies of faxes*) Draw and make legible all proposed signs on site. Include names of the property owner, sign company / representative, direct phone numbers, and email addresses.

Building elevations (drawings) must include scale drawings and written descriptions of:

1. Sign materials and colors
2. Sign dimensions and scale
3. Sign lighting scheme
4. Structural attachment to building.

The Zoning Administrator reserves the right to reject drawings / descriptions that does not meet the above submittal requirements.