

***MATERIALS REQUIRED FOR OFF-SITE SIGN (“BILLBOARD”)
SUBMITTAL TO PLAN CHECK***

1. A copy of a portion of the district map showing properties within approximately 250 ft. of the boundaries of the property on which the sign is proposed. This map shall show zoning of the subject and adjacent properties. In addition, copies shall be provided of zoning documents relative to the subject properties, i.e., affidavits, planning cases, etc.
2. DAFS printout of all permits and C of O’s for all site addresses. A copy of all C of O’s and the corresponding permits shall be furnished. If no C of O’s are available, then all permits on file must be submitted.
3. Fully dimensioned plot plans **TO A COMMONLY USED SCALE** with the scale clearly noted on the plans shall be provided.

The plot plans shall show the following:

- a. width and length of the lot;
 - b. size and location of all existing buildings on the lot;
 - c. the sign location dimensioned from property lines and any adjacent building;
 - d. dimensioned parking stalls (including disabled access parking stalls) and its access aisle in the vicinity of the proposed sign. The proposed sign location shall be shown to scale and dimensioned from the stalls. If the sign is next to a building, all building entrances and exits and the access walkways leading to them shall be shown.
4. Fully dimensioned elevation showing the height of the sign and the area of the sign. For billboard signs over building roofs, the clear dimension between the sign and the roof shall be shown. Clearance of all portions of the sign including catwalks, cross-overs, and electrical lights from property line shall be clearly shown on the plans.
 5. Adequate portions of the district or address map locating, by address and actual distance, any and all signs within 800 ft. of the proposed sign. The address of the two end lots at 800 ft. must be indicated.
 6. If the proposed sign is on a corner lot or within 150 ft. of the intersection of two street frontages, then a partial district or address map showing all corners of the street intersection shall be provided. The map shall show any and all signs within 150 ft. of the intersection of the two street frontages. If no such sign meeting the corner lot or 150 ft. criteria exists, a note shall be provided to that effect.