



## **SUBMITTAL REQUIREMENTS**

### **FOR**

### **SIGN PERMITS**

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- THREE COPIES OF SIGN DETAIL DRAWINGS with the following information specified on the plans or in an accompanying document:
  - Type of sign to be installed per the signage types identified in the sign ordinance.
  - Type of structural support for the sign.
  - Proposed height of the sign.
  - Proposed sign face area of the sign.
  - Proposed method of illumination of the sign.
  
- THREE COPIES OF SCALED SITE PLAN, IF APPLICABLE at a minimum size of 11" x 17" with a minimum scale of 1" equals 20' with a north arrow and graphic scale and the date of the plan indicating the following:
  - The property dimensions of the subject property.
  - The proposed location of the sign(s) with sign dimensions indicated.
  - Total existing or proposed on-site development including buildings, parking, landscaping and walkways.
  - Existing or proposed and known public rights-of-ways or private streets with permitted public access abutting the site specifying the full and half-width right-of-way dimensions.
  - Dimensioned sight distance triangle indicating compliance with BGMC 12.116.220 or as modified by the Battle Ground City Council.
  - Landscaping around a sign is optional unless otherwise required by code. If landscaping is proposed, submit information on the location and extent of the landscaping, type of vegetation and methods of irrigation, if any.

- If the sign is proposed to be lighted, lighting details including type of lighting fixture, method of shielding, amount of wattage, display pattern on sign face area, and exterior lighting arm design (if applicable) shall be provide in an accompanying written statement and/or specified on the plans including evidence certifying that the proposed lighting of the sign complies with BGMC 17.131.080 (or as amended). Please note that this information may be submitted on a separate plan for the site plan.
- Specifications and scaled elevation drawings indicating the materials, design, dimensions, structural supports including method of attachment of the proposed sign, unless already indicated on the submitted plans. Engineering may be required for plan review.

VALUATION OF THE SIGN(S):

<u>SIGN #</u>	<u>TYPE OF SIGN</u>	<u>SIZE OF SIGN</u>	<u>VALUE OF SIGN</u>

APPLICABLE APPLICATION FEE.

**\*\*\*\*\* THIS SUBMITTAL REQUIREMENT LIST MUST BE SUBMITTED WITH APPLICATION \*\*\*\*\***