

**CITY OF WILLIAMS
SIGN PERMIT CHECKLIST**

To Applicants: The following information must be submitted for application processing. Some information may not apply to your project. If you are not sure, ask planning staff. Omitted information may prevent or delay processing your application.

Materials Requirements for Sign Application Submittal

- Completed Application Form (must be signed by property owner and applicant when applicable)
- Application deposit
- Eight color drawings (or colors samples) not smaller than 8.5" x 11" and folded to 8.5" x 11"
- A letter of authorization from the property owner (if not the applicant)

All plans must contain:

- Applicant's name, address, and phone number
- Zoning District
- Assessor's Parcel Number
- Street Address
- Land Use activity (business type)
- Total lineal feet of business building frontage (street access)
- Sign value (cost of sign)
- Dimensions
- Total square feet of each sign
- Sign height
- Sign type (wall, projecting, awning)

Freestanding sign plans shall include:

- Dimensioned property boundaries
- Location of the proposed sign
- Public and/or private adjacent street, rights-of-way, and easements
- Site accesses, circulation and on/off-street parking locations
- Dimensioned existing and proposed buildings and any ancillary structures
- Location of walls, fencing, exterior lighting fixtures
- Dimensioned sign landscaped area (when applicable)
- Detail of design, materials, colors samples, and selected letter type font and letter size (height)
- Copy/Text message, which will appear on each sign
- Dimensions and square footage of sign face area, support structures and overall sign height

All other Sign plans shall include:

- Dimensions and square footage of sign face area, building, walls, or window on which signs are to be located
- Dimensions of sign face area and height clearance/overhang for awning or projecting signs
- Location and type of sign illumination, if any
- Detail of design, materials, colors samples, and selected letter type font and letter size (height)
- Copy/Text message, which will appear on each sign
- Method of attachment to walls, ceilings, awning, and/or overhang
- Any additional information requested by staff to justify code compliance of sign ordinance

SIGNS MAY REQUIRE A BUILDING PERMIT FOR STRUCTURAL/ELECTRICAL COMPLIANCE. CONTACT THE BUILDING OFFICIAL FOR CONFIRMATION