

Please see next page for required documents.

Required for all signs:

Scaled Drawing. A scaled drawing of the sign showing the design and dimensions of the sign height, area, design, content, and dimensions of any measures used to support the sign or used to affix the sign to a wall, window, or ground.

Scaled Site Plan. A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimensions of walls.

Additionally, required for permanent signs:

Narrative. Provide a brief narrative for the scope of work to be completed.

Public Utility Locations. Public utilities must be located by ArkUps (811) and visible for inspection by the City Official prior to approval.

Landscape Plan. For freestanding signs only.