COMMERCIAL IMPROVEMENT APPLICATION
(One application per sign and/or improvement)

Please fill out all requested information. Incomplete applications may result in denial and delays.

Date: _____
Name of Business: ______
Address of Sign: ______
Location Legal Description: ______
Center Name: ______
Setback Required (from property line): ______

☐ CONSTRUCTION SUBMITTAL:

(1) A dimensioned drawing showing sign message and sign construction, (2) A site plan showing location, setbacks, height, and sign area of all proposed and existing signage, and (3) A photo simulation of the proposed sign(s) superimposed on the fascia (all elevations that apply) where the sign(s) will be installed.

Landlord or property manager approval (as evidenced by the Authorized Signature below) is required on each application.

No Signage (banner, pendants, names, insignia, trademarks, or other materials) may be placed outside of building other than monument and directional signs.

☐ FASCIA SIGN

Fascia Dimensions where sign will be installed: ______
Sign Dimensions: L"xH" Maximum Letter/Graphic Height: H"
Sign Length v. Fascia Length (in percent): 0.00%
Total Sign Square Footage: SF
Illuminated ☐ No, ☐ Yes
Lighting Installation Mounting Details: ______
Individual Letter Size: H"
Logo*** Size: ______

☐ MONUMENT SIGN

Two sided ☐ No, ☐ Yes
Sign Dimensions: L"xH" Overall Height: H"
Total Square Footage (for 2-sided signs, double single side area): SF
Illuminated ☐ No, ☐ Yes and ☐ Internal or ☐ External
Lighting Installation Mounting Details: ______
Individual Letter Size: H"
Logo*** Size: ______

*** NOTE: Logo must be represented as it is registered with the Secretary of State (or other applicable authority) as that business name and/or identifier. Proof may be required. ***

Signage Application must be submitted and approved in writing with property manager/landlord/owner’s approval letter and signature.

Applicant: ______
Represented by: ______
Address/City/Zip: ______
Phone: _____,x-_______ Fax: _____ Email: ______
Mobile: ______

Property Owner/Manager: ______
Represented by: ______
Address/City/Zip: ______
Phone: _____,x-_______ Fax: _____ Email: ______
Mobile: ______

Authorized Signature: _________________________________