



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: _____