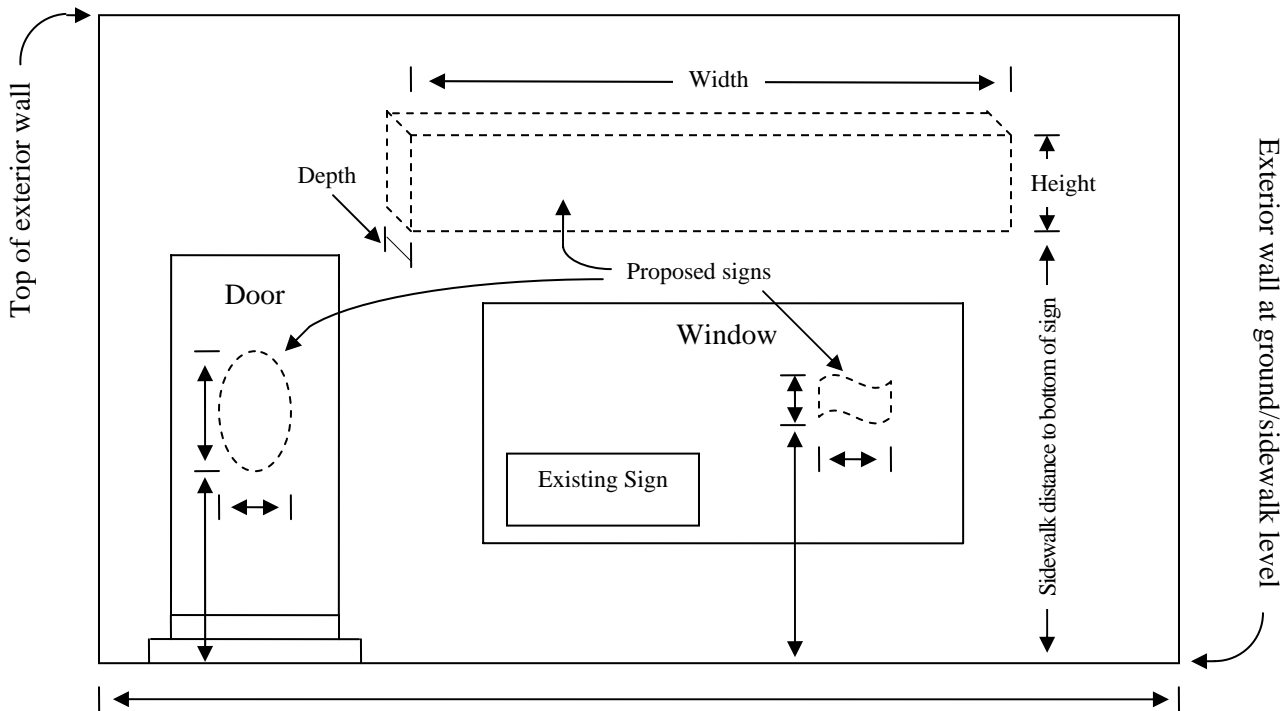


SIGN SKETCH REQUIREMENTS EXAMPLE – Page 1

Following are definitions of the signs listed on the Application for Sign Permit. We've included examples of the sketch that is to be submitted when applying for the sign permit. Your sketch does not have to be to scale. Please submit two copies of each sketch with the application.

Flush – A sign that is mounted parallel to a structure, where no portion of the sign extends more than 12" beyond the structure's exterior wall surface. Lettering and/or drawings on windows and/or awnings that advertise the business are also considered flush signs.

This example is an exterior wall viewed from the front of the structure where a flush sign is being mounted to the structure and lettering is being applied to the door and window.



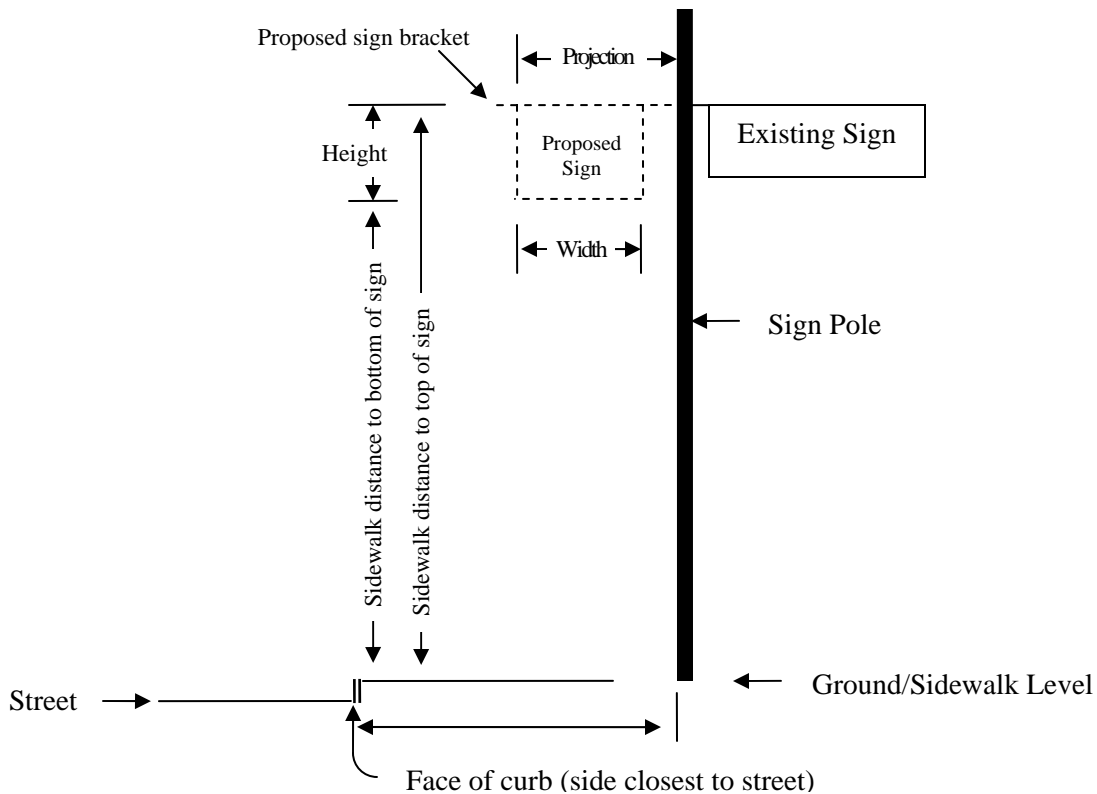
The comments listed below are to assist you in preparing your sketch.

1. Show the outline of the building that the proposed sign is to be attached to along with all doors and windows. Existing signs should be drawn with solid lines. Proposed signs should be drawn with dotted lines.
2. If there are any existing flush, free-standing, projecting and sandwich signs that will remain, make a note of their type and size on the sketch.
3. Indicate the width of the building.
4. Indicate the proposed sign's height, width and depth.
5. Calculate the square footage of the sign by multiplying the sign's height by the sign's width. If the measurements are in inches, divide this total by 144 for the square footage figure.
6. Indicate the distance from the ground/sidewalk to both the top and bottom of the proposed sign.
7. The information requested in comment 3 should be filled in where indicated on the application. The information requested in comments 4, 5 and 6 should be filled in under "Size of proposed sign" on the application.

SIGN SKETCH REQUIREMENTS EXAMPLE – Page 2

Free-standing – A sign that is attached to a freestanding pole or column not structurally connected to a building.

In this example, a sign is being added to an existing free-standing pole. Please note that a plot plan must also be submitted when a new free-standing sign pole/column/structure is being placed (see separate example for a plot plan).



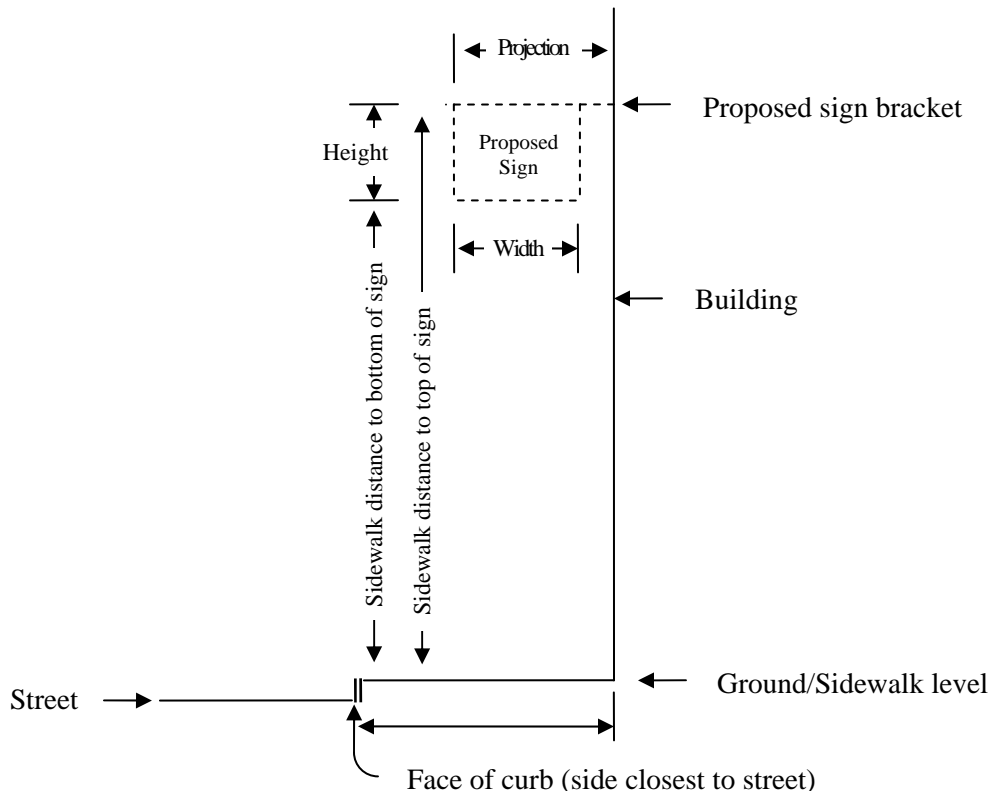
The comments listed below are to assist you in preparing your sketch.

1. Indicate the pole that the proposed sign is to be attached to and the ground/sidewalk and curb locations. Existing signs should be drawn with solid lines. Proposed signs should be drawn with dotted lines.
2. If there are any existing flush, free-standing, projecting and sandwich signs that will remain, make a note of their type and size on the sketch.
3. Indicate the distance from the sign pole to the face of the curb.
4. Indicate the distance that the proposed sign will project from the pole to the outside edge of that sign.
5. Indicate the proposed sign's height and width.
6. Calculate the square footage of the sign by multiplying the sign's height by the sign's width. If the measurements are in inches, divide this total by 144 for the square footage figure.
7. Indicate the distance from the ground/sidewalk to both the top and bottom of the proposed sign.
8. If the proposed sign has a decorative bracket on the bottom, indicate the distance from the ground/sidewalk to the bottom of the bracket.
9. The information requested in comments 4, 5, 6 and 7 should be filled in under "Size of proposed sign" on the application.

SIGN SKETCH REQUIREMENTS EXAMPLE – Page 3

Projecting – A sign that is mounted to a structure, so that it protrudes from the wall.

This example is an exterior wall viewed from a corner of the structure where a projecting sign is being mounted to the structure.



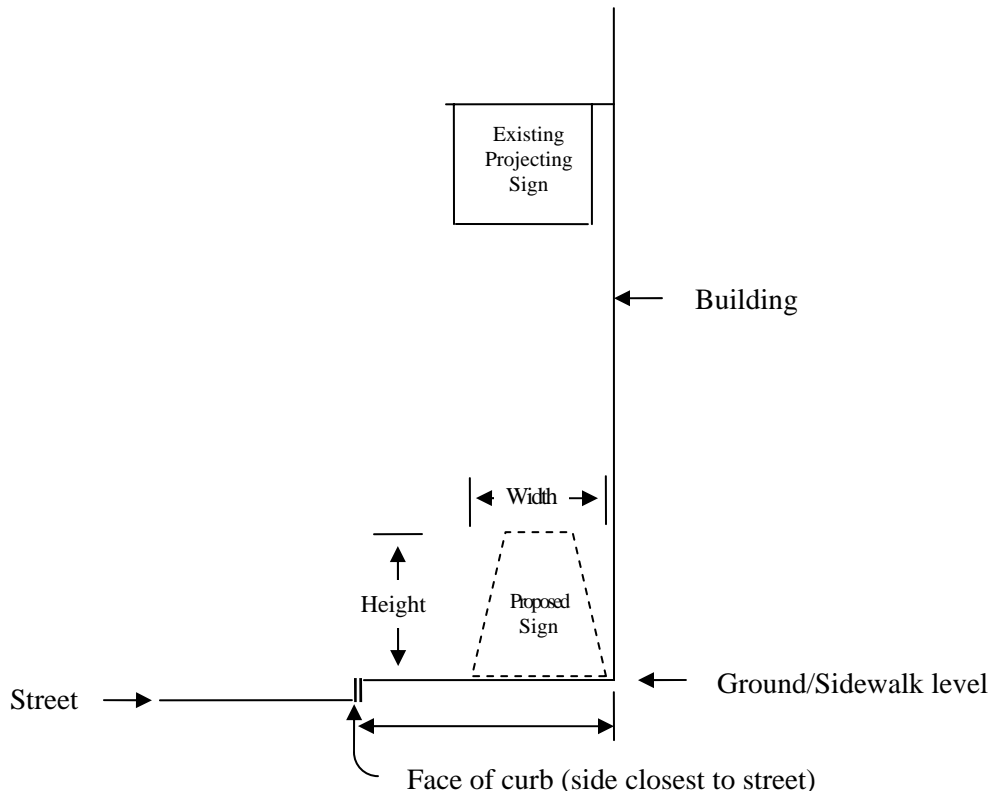
The comments listed below are to assist you in preparing your sketch.

1. Show the outline of the building that the proposed sign is to be attached to and the ground/sidewalk and curb locations. Existing signs should be drawn with solid lines. Proposed signs should be drawn with dotted lines.
2. If there are any existing flush, free-standing, projecting and sandwich signs that will remain, make a note of their type and size on the sketch.
3. Indicate the distance from the building to the face of the curb.
4. Indicate the distance that the proposed sign will project from the building to the outside edge of that sign.
5. Indicate the proposed sign's height and width.
6. Calculate the square footage of the sign by multiplying the sign's height by the sign's width. If the measurements are in inches, divide this total by 144 for the square footage figure.
7. Indicate the distance from the ground/sidewalk to both the top and bottom of the proposed sign.
8. If the proposed sign has a decorative bracket on the bottom, indicate the distance from the ground/sidewalk to the bottom of the bracket.
9. The information requested in comments 4, 5, 6 and 7 should be filled in under "Size of proposed sign" on the application.

SIGN SKETCH REQUIREMENTS EXAMPLE – Page 4

Sandwich (A-frame) – An A-shaped sign advertising a business and placed on or near a sidewalk.

This example is an exterior wall viewed from a corner of the structure where a sandwich sign will appear on the front sidewalk at the building.



The comments listed below are to assist you in preparing your sketch.

1. Show the outline of the building where the proposed sign will appear at and the ground/sidewalk and curb locations. Existing signs should be drawn with solid lines. Proposed signs should be drawn with dotted lines.
2. If there are any existing flush, free-standing, projecting and sandwich signs that will remain, make a note of their type and size on the sketch.
3. Indicate the distance from the building to the face of the curb.
4. Indicate the proposed sign's height and width.
5. Calculate the square footage of the sign by multiplying the sign's height by the sign's width. If the measurements are in inches, divide this total by 144 for the square footage figure.
6. The information requested in comments 4 and 5 should be filled in under "Size of proposed sign" on the application.