

TOWN OF COLLIERVILLE

Design Review Commission

Signage



Date: _____

Business Name _____

Business Address _____

Contact Person _____

Daytime Telephone Number _____ Fax Number _____

E-Mail Address _____

Name of Installer _____

Contact Person _____

Mailing Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail Address _____

Name of Property Owner _____

Mailing Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail Address _____

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Signage Details

Is sign located in a shopping center/office park? Yes No

If yes, name of center/park: _____

Is there an approved sign policy for that center/park? Yes No

If yes, does proposed sign have landlord approval? Yes No

(verification regarding landlord's approval shall be included with this application).

Type and Location

Zoning district in which property is located _____

Sign type proposed: Wall Single-faced
 Monument Double-faced
 Project
 Directory
 Subdivision
 Banner

Sign orientation to street: Perpendicular
 Parallel
 Angled

Sign height: Ground-mounted (highest point above surrounding grade, including base) _____
Wall-mounted (highest point above surrounding grade) _____

Ground-mounted sign setback from curb _____

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Signage Details Continued

<u>Size</u>		
Sign size:	Width _____	Total Area _____
	Height _____	
Sign Content _____		
Logo _____		
Size of letters:	height _____	width _____
	height _____	width _____
	height _____	width _____

<u>Color</u>	
(color samples required)	
Letter colors: material _____	Pantone # (PMS) _____
material _____	Pantone # (PMS) _____
material _____	Pantone # (PMS) _____
Background colors: material _____	Pantone # (PMS) _____
material _____	Pantone # (PMS) _____
Logo colors: material _____	Pantone # (PMS) _____
material _____	Pantone # (PMS) _____

<u>Lighting</u>	
(white lighting only)	
Internal	<input type="checkbox"/>
External	<input type="checkbox"/> (if ground-mounted, landscape screening is required)

General Information

The Design Standards were created as a tool intended to balance the welfare of the public with the interest of the individual property owners. Section 151.240 of the Zoning Ordinance establishes the Design Review Commission and its powers. Sections 151.170 through 151.182 of the Zoning Ordinance provides the regulations regarding signage.

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Submission Requirement Checklist

The following information shall be submitted with this application. Failure to submit a complete application by the submittal deadline will deem the application incomplete. Incomplete submittals will not be placed on the agenda. Additional information may be required as determined by the Design Review Commission and/or Staff to adequately evaluate the proposed site development.

- Application** submitted to the Planning Division of the Development Department by the deadline.
- Twenty (20) copies** (sets) of the sign, site plan (if ground-mounted sign), building elevations (if wall-mounted sign) and other information, as required.
- Sign Permits** for each proposed sign.
- Check** payable to the Town of Collierville. (See fee schedule)
- Applicant** or a representative must be present at the Design Review Commission meeting.
- Color rendering(s)** of each sign.
- Material samples** with manufacturer's information and exact color noted.
- Landscaping Plan** for ground-mounted signage.
- Lighting fixture cut sheets** for externally illuminated signage.
- Electronic files**, JPEG format, of all drawings and color rendering submitted with the application.

Acknowledgement

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the Town of Collierville and conditions imposed by the applicable Boards and/or Commissions of the Town. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

Applicant:

Name of Owner (If different from Applicant)

If an Entity

If an Entity

Name of Entity _____

Name of Entity _____

By _____

By _____

Title _____

Title _____

If an Individual(s)

If an Individual(s)

Signature _____

Signature _____

Signature _____

Signature _____

Refer to the application deadline schedule for application deadline dates. Copies of all required materials and a non-refundable filing fee shall be submitted to the Planning Division of the Development Department by the application deadline. Contact the Planning Division to confirm deadline and meeting dates and times.

Planning Division • Development Department

500 Poplar View Parkway • Collierville, Tennessee 38017 • Telephone (901) 457-2360 • Fax (901) 457-2354