



SIGN PLAN CHECKLIST (ACC 8-4I)

A Sign Plan is a **staff level** application.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Proposed Sign(s), type & number of signs:	
	Proposed signage along an Interstate or Primary Highway:	
	Total Square Footage of Proposed Sign(s):	
	Check all applicable proposed signage types:	
	Building: <input type="checkbox"/> Multi-Use: <input type="checkbox"/> Property: <input type="checkbox"/> Single-Use: <input type="checkbox"/>	
	Business: <input type="checkbox"/> Parking Lot: <input type="checkbox"/> Public: <input type="checkbox"/> Subdivision: <input type="checkbox"/>	
	Home: <input type="checkbox"/> Project: <input type="checkbox"/> Public Gathering: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
	Non-Accessory Off Premise: <input type="checkbox"/> Non-Conforming: <input type="checkbox"/>	
	Existing Signage: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Distance from Residential District (Flashing and/or animated signage):	
	Proposed Signage: Off Premise <input type="checkbox"/> On Premise <input type="checkbox"/>	
	SITE PLAN: Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including one copy reduced to 8 1/2" x 11."	
	ELEVATIONS of the proposed signs	
	SIGN #1:	
	Type of Sign: Freestanding: ____ Wall: ____ Monument: ____	
	Sign Dimensions: Height: ____ Length: ____ Total Square Footage: ____	
	Illumination: YES <input type="checkbox"/> NO <input type="checkbox"/> Type of Illumination:	
	Animated Signage: YES <input type="checkbox"/> NO <input type="checkbox"/> Percent of area that is animated:	
	SIGN #2	
	Type of Sign: Freestanding: ____ Wall: ____ Monument: ____	
	Sign Dimensions: Height: ____ Length: ____ Total Square Footage: ____	
	Illumination: YES <input type="checkbox"/> NO <input type="checkbox"/> Type of Illumination:	
	Animated Signage: YES <input type="checkbox"/> NO <input type="checkbox"/> Percent of area that is animated:	
	CONDITIONAL USE Required for signage (ACC 8-4I-15.E): YES <input type="checkbox"/> NO <input type="checkbox"/>	

	APPLICATION FEE: \$150 <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.