



**Notification Information (the person to whom all correspondence regarding this application should be directed):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (street) (city) (state) (zip)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**How would you prefer to receive information? (please check one):** \_\_\_ E-mail \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Property Information:**

Property Size: \_\_\_\_\_ acres or \_\_\_\_\_ square feet

Zoning: \_\_\_\_\_

Address: \_\_\_\_\_  
(number) (street) (city) (state) (zip)

or General Location (if no address has been assigned provide a street corner, subdivision lot number, etc):  
\_\_\_\_\_

**Use & Structure Information (if applicable):**

Proposed Building Area: \_\_\_\_\_ square feet

Current Use: \_\_\_\_\_ Proposed Use (if different): \_\_\_\_\_

For multiple use buildings, please indicate the square footage of each use (attach an additional sheet if necessary):

Use: \_\_\_\_\_ square feet: \_\_\_\_\_

Use: \_\_\_\_\_ square feet: \_\_\_\_\_

Use: \_\_\_\_\_ square feet: \_\_\_\_\_

Use: \_\_\_\_\_ square feet: \_\_\_\_\_

**Supporting Information (please note the following which must be provided with the application):**

- 5 initial copies of a site plan (required based on the type of ZCC requested – see attached checklist). The site plan must also show the location of any types of freestanding signs proposed (including the sign location, the proposed sign setback from all rights-of-way, the landscaping at the base of the proposed sign, and all sight visibility triangles).
- A completed sign worksheet for each sign proposed (see attached form).
- A dimensioned drawing showing the size of each sign face and indicating each sign's proposed location (either on the face of a structure, or elsewhere on the property).

**Applicant's Signature:**

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**Property Owner's Signature** (the "owner" does not include tenants or contract buyers):

I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)