

TOWN OF COLLIERVILLE

Historic District 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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Submission Requirement Checklist

The following information shall be submitted with this application form. 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 Historic District Commission and/or Staff to adequately evaluate the proposed application. **A complete application will include all of the items on the following checklist:**

- Application form** submitted to the Planning Division of the Development Department by the noon deadline.
- Cover letter** or written narrative, in sufficient detail, explaining the purpose of the request.
- Twelve (12) copies** (folded plans, not rolled, in collated sets) of the application form, cover letter, color renderings, site plan, landscape plan, or other plans, as required.
- One (1) set of mailing labels** (adhesive) including the names and mailing addresses of adjacent property owners.
- Check** payable to the Town of Collierville. (See fee schedule.) **Fees are non-refundable.**
- Scale drawing** of the proposed sign showing the specifications, dimensions, and colors detailed on pages 3 and 4 of this application form.
- Wall-mounted, Hanging, Pier-mounted, Projecting:** scale drawing of building elevation shall show proposed sign located on building, building height, height to top of sign mounted on building, and linear footage across building façade.
- Ground-mounted:** include site plan showing the location of the proposed sign and landscaping, right-of-way, and all site features (i.e. buildings, existing landscaping, parking areas, and fences).
- Landscape Plan** must be included with ground-mounted sign applications.
- Color samples.**
- Material samples.**
- Photograph(s)** of building and site.
- Electronic files**, in JPEG format, on a CD of all drawings, color renderings, and photographs submitted.
- Sign permit application** (per sign) and fee (per sign). (See fee schedule.) **Fees are non-refundable.**
- Applicant and Property Owner** must be present at the Historic District Commission meeting.

Planning Division • Development Department

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

Revised December 19, 2007

page 2 of 5

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Signage Details

Type and Location

Zoning district in which property is located _____

- Sign type proposed:
- | | | | |
|--------------------------|----------------------|--------------------------|--------------|
| <input type="checkbox"/> | Wall-mounted | <input type="checkbox"/> | Single-faced |
| <input type="checkbox"/> | Pier-mounted | <input type="checkbox"/> | Double-faced |
| <input type="checkbox"/> | Hanging | | |
| <input type="checkbox"/> | Projecting (bracket) | | |
| <input type="checkbox"/> | Window or Door Sign | <input type="checkbox"/> | Subdivision |
| <input type="checkbox"/> | Project | | |

- Sign orientation to street:
- | | |
|--------------------------|---------------|
| <input type="checkbox"/> | Perpendicular |
| <input type="checkbox"/> | Parallel |
| <input type="checkbox"/> | Angled |

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

Ground-mounted sign setback from curb: _____

Hanging or Projecting sign clearance between bottom of sign and sidewalk: _____

Size

Sign size: Width _____ Total Area _____
Height _____ Depth (thickness) _____

Sign Content _____

Logo _____

Size of letters: height _____ width _____ font _____
height _____ width _____ font _____
height _____ width _____ font _____

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Signage Details Continued

Color

(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) _____

Lighting

(white lighting only)

Internal
External (if ground-mounted, landscape screening is required)

General Information

- **Effective Period of Certificate of Appropriateness.**

A Certificate of Appropriateness (COA) remains in force for the duration of the project. However, if the approved project is not initiated within one year of the issuance of the COA, the COA shall become null and void.

- **Sign Permits and Other Required Permits.**

A Certificate of Appropriateness does not relieve the applicant from the responsibility of obtaining other required permits. Building permits and other required permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Construction Codes Division at 457-2310.

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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.

The **applicant** and the **property owner**, or a representative who is authorized to make decisions for them about the subject building property, must be present at the Historic District Commission meeting.