



CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616
Phone #: (208) 939-0227 Fax #: (208) 938-3854

Design Review Staff Level Sign Application

FILE NO.:	_____	FEE:	_____
CROSS REF. FILES:	_____		

APPLICANT: _____ PHONE: _____

Owner: Purchaser: Tenant:

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

REPRESENTED BY
(if different from above): _____ PHONE: _____

REPRESENTATIVE ADDRESS: _____

REPRESENTATIVE EMAIL: _____

ADDRESS AND LOCATION OF SITE: _____

This DR SIGN application is a request to construct, add or change the following: (Briefly explain the nature of the request.)

Tenant Panel to be Located on Existing Monument Sign

Sign Data	Proposed
Sign Dimensions	
Area of Signage	
Proposed Sign Construction Materials	

Building Wall Sign

Sign Data	Proposed
Sign Dimensions	
Area of Signage	
Illumination style & wattage of bulbs	
Proposed Hours of Illumination	
Proposed Sign Construction Materials	

Application Submittal Requirements

- | Applicant Use | | Staff Use |
|-----------------------------|--|--------------------------|
| 1. <input type="checkbox"/> | A complete Design Review Application form (it is the applicant's responsibility to use a current application). Application shall be submitted single sided, double sided application will not be accepted. | <input type="checkbox"/> |
| 2. <input type="checkbox"/> | Payment of application fee - \$125.00 & permit fee - \$50.00 (due at the time of application submittal). | <input type="checkbox"/> |
| 3. <input type="checkbox"/> | A complete commercial building permit application form (available at www.cityofeagle.org) | <input type="checkbox"/> |
| 4. <input type="checkbox"/> | Detailed letter of explanation or justification for the application, describing the signage and design elements, and how the signage complies with the Design Review standards and the Eagle Architecture and Site Design book, and (if applicable) the Master Sign Plan for the Site. | <input type="checkbox"/> |
| 5. <input type="checkbox"/> | One (1) vicinity map (8½" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets. Please indicate the location of the property on the map. | <input type="checkbox"/> |
| 6. <input type="checkbox"/> | Copy of Deed; <i>and</i> , if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application. | <input type="checkbox"/> |
| 7. <input type="checkbox"/> | Written approval from the building's managing entity stating that the proposed signage complies with the master sign plan. This written approval shall include the printed name and signature of the managing entity. | <input type="checkbox"/> |
| 8. <input type="checkbox"/> | One (1) 11" X 17" color rendering (TO SCALE) of each proposed sign, folded according to department standards – folding instructions available at www.cityofeagle.org | <input type="checkbox"/> |

9. Building elevations showing the following:

- Location of proposed building wall sign(s)
- Elevation plan showing front and side views of all building wall sign(s)
- Elevation plans showing tenant panel on monument sign (if applicable)
- Method of illumination (include detail specifications of light fixture showing style, wattage, luminaries, etc.)
- Night view showing the method of illumination of all proposed signs
- Exterior dimensions (height and width) of tenant space

One of each elevation plan is required to be submitted in the following sizes, arrange in complete plan sets:

ONE (1) 8½" x 11" REDUCTION

ONE (1) 11" x 17" REDUCTION (**TO SCALE**) folded according to department standards – folding instructions available at www.cityofeagle.org/

IF THE CITY, THE ZONING ADMINISTRATOR, THE DESIGN REVIEW BOARD AND/OR THE CITY COUNCIL DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Design Review Staff Level Sign application does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."

Signature of Applicant/Representative: _____ Date _____

Printed name of Applicant/Representative: _____

Signature of receipt by City staff: _____ Date _____