



DESIGN REVIEW (SPECIAL PORTABLE SIGN) SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant
Use

STAFF
USE

- Date of pre-application meeting: _____
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Data Tables Below:

PROJECT DESCRIPTION

THIS DR SIGN APPLICATION IS A REQUEST TO CONSTRUCT, ADD OR CHANGE THE FOLLOWING (briefly explain the nature of the request):

SPECIAL PORTABLE SIGN (check Eagle City Code 8-2A-8 (C) (10) or specific Master Sign Plan to see requirements)

SIGN DATA	PROPOSED	Required
Special Portable Sign Dimensions		5-feet high (maximum) with 3 or less travel lanes with 25 MPH or less 7-feet high (maximum) with more than 3 travel lanes with a speed limit over 25 MPH
Area of Special Portable Sign		16-square feet (maximum) along roadways with 3 or less travel lanes with 25 MPH or less speed limit 25-square feet (maximum) along roadways with more than 3 travel lanes with a speed limit over 25 MPH
Location of Special Portable Sign		Permitted only on the parcel or on the sidewalk adjacent to the parcel on which the business is located providing 5-feet (minimum) of unobstructed walkway (not allowed to be placed within any landscaped area).
Proposed Business Hours		Special portable signs are to be moved inside of the building at the end of each business day.
Proposed Construction Materials of Special Portable Sign		Special portable signs are to be unique in character with styles consistent with the Eagle Architecture and Site Design book. Materials shall be weatherproofed and shall be properly maintained.

- Check that your proposed sign(s) comply with the requirements in [Eagle City Code 8-2A-8](#) or with the developments Master Sign Plan
- One (1) vicinity map (8 ½" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- Copy of Deed; and, 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.
- One (1) copy of any canal company license agreements (if applicable).
- A site plan (8 ½" x 11") showing special portable sign display location or photograph of display location.
- One (1) (8 ½" x 11") detailed elevations or color photos of the proposed special portable sign (showing height, width, colors, and materials).

- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Any additional information to aid in understanding the project.

ACKNOWLEDGEMENT

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 UNFORESEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

The City does not guarantee acquisition of public services provided by an agency. The developer, property owner and/or applicant of this Design Review Special Portable 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, municipal water service, sanitary sewer service, access to public roads and fire protection.

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature

City Staff Signature

Date