

# SIGN CHECKLIST

- 1.) A SURVEYED PLAT OF THE PROPERTY SHOWING ROAD FRONTAGE (LINEAR FOOTAGE), EASEMENTS ALL STRUCTURES LOCATED ON THE PROPERTY.
- 2.) SEPARATE PACKAGES FOR THE DETACHED SIGNS AND THE WALL SIGNS.
- 3.) THE DETACHED SIGN PACKAGE WILL NEED NOT ONLY THE COPY OF A SCALED SURVEY, BUT ALSO SHALL INCLUDE A COLOR RENDERING, THE SQUARE FOOTAGE OF THE PROPOSED SIGN, THE HEIGHT OF THE PROPOSED SIGN, THE PLACEMENT OF THE PROPOSED SIGN ON THE LOT SHOWING THE FRONT, REAR AND SIDE SETBACKS AS REQUIRED BY THE CITY OF NEWPORT NEWS SIGN ORDINANCE. THE PROPOSED FOOTINGS AND FOUNDATION AND WIND LOADS FOR THE PROPOSED SIGN.
- 4.) THE WALL SIGN PACKAGE SHALL INCLUDE A COLOR RENDERING, A DRAWING OF THE BUILDING AS PLACED ON SURVEYED PLAT SHOWING THE BUILDING FRONTAGES ON ALL ROADWAYS ( LINEAR FEET ), ALL PUBLIC ENTRANCES, THE SQUARE FOOTAGE OF ALL PROPOSED WALL SIGNS. THESE PROPOSED WALL SIGN SHALL BE SHOWN AS DISPLAYED ON PROPOSED WALL.
- 5.) CONSTRUCTION DETAILS/ INSTALLATION DETAILS.
- 6.) PLEASE INCLUDE ALL WE HAVE REQUESTED TO SPEED UP THE PROCESS OF APPROVAL OF YOUR PROPOSED SIGN. IF YOU HAVE ANY QUESTIONS AS FAR AS THE PROPOSED SUBMITTAL , CONTACT ED MASON THE ZONING COORDINATOR AT 757-926-8871.