

# ADA COUNTY DEVELOPMENT SERVICES

200 W. Front Street, Boise, ID 83702. www.adaweb.net phone: (208)287-7900 fax: (208)287-7909



## SIGN PLAN CHECKLIST (ACC 8-4I)

A Sign Plan request does not require a public hearing. It is a staff level application for signs greater than 64 sq. ft.

### GENERAL INFORMATION:

Applicant	DESCRIPTION	Staff
	<b>One paper copy and one electronic copy of all required submittals.</b>	
	Completed and signed Master Application	
	<b>DETAILED LETTER</b> by the applicant fully describing the request or project and addressing the following:	
	Proposed Sign (s), what type of sign:	
	Business, Building, Multi-use, Single-use, Home, Parking lot, Project, Property, Public, Public Gathering, Subdivision, Non-accessory off premise, Temporary, or non-conforming	
	Business YES ( ) NO ( ) Building YES ( ) NO ( )	
	Multi-Use YES ( ) NO ( ) Single-Use YES ( ) NO ( )	
	Home YES ( ) NO ( ) Parking lot YES ( ) NO ( )	
	Project YES ( ) NO ( ) Property YES ( ) NO ( )	
	Public YES ( ) NO ( ) Public Gathering YES ( ) NO ( )	
	Subdivision YES ( ) NO ( ) Temporary YES ( ) NO ( )	
	Non-conforming YES ( ) NO ( ) Non-accessory off premise YES ( ) NO ( )	
	Existing Sign (s) YES ( ) NO ( )	
	Is the sign along a Interstate or Primary Highway? YES ( ) NO ( )	
	Total square feet of sign: _____	
	<b>SIGN #1</b>	
	Off Premise _____ On Premise _____ Existing Sign _____ Proposed Sign _____	
	<b>Type of Sign:</b>	
	Freestanding _____ Wall _____ Monument _____	
	<b>Sign Dimensions:</b>	
	Length _____ Height _____ Square Feet _____	
	Percent of sign area that is animated: _____ Type of illumination: _____	
	<b>SIGN #2</b>	
	Off Premise _____ On Premise _____ Existing Sign _____ Proposed Sign _____	
	<b>Type of Sign:</b>	
	Freestanding _____ Wall _____ Monument _____	
	<b>Sign Dimensions:</b>	
	Length _____ Height _____ Square Feet _____	
	Percent of sign area that is animated: _____ Type of illumination: _____	
	<b>CONDITIONAL USE:</b> May require a separate checklist for the following:	
	Property zoned RP or RR or Signs extending beyond the overhang of any exterior wall of the building.	
	<b>SITE PLAN</b> showing all existing and proposed easements, property lines, structures, and placement of sign drawn to scale on 8 1/2" X 11" paper.	
	<b>Elevations of proposed signs.</b>	
	DEED or evidence of proprietary interest.	
	<b>APPLICATION FEE:</b> Call County or go to <a href="http://www.adaweb.net">www.adaweb.net</a> for fees	

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE ITEMS ON THE FORMS ARE SUBMITTED.