



FORM-BASED CODE SIGN CHECKLIST



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Date Filed: _____ Permit Number: _____ Received By: _____

This checklist is to ensure that the Applicant has provided all information and specifications necessary to perform a review for a sign located in the FBC area. This checklist is due at the time of application submission.

1. The sign type is (example: Channel Letter, Reverse Channel Letter, etc.): _____
2. The Sign is a
 - Ground Floor Sign (dimensioned letters must be under 40sqft)
 - Skyline Sign (building must be over 4 floors and 300sqft or less)
 - Monument Sign (must be 18+ feet away from the public Right of Way)
3. The total square footage of my sign is: _____
4. The square footage of the lettering on my sign is: _____
5. The existing signage square footage (dimensioned) on the building or tenant space is (this includes signage on the inside or outside of the glass): _____
6. The width of the building or tenant space is: _____
7. The total allowance of signage for the ground floor is _____ ft x 1.5 = _____ sqft
8. The total square footage of the tenant space or building is: _____ sqft
9. If you received a variance from the Form-Based Code Committee list your case number: _____
10. Determine which Neighborhood Associations are within 300 feet of the project. This information may be obtained by going to this website:

<http://www.chattanooga.gov/economic-community-development/neighborhood-services/neighborhood-associations2/directory-of-associations>

Or by calling Neighborhood Services at **423.643.7300**

If your tenant space or building is commercial and less than 4,000sqft you are not required to have a neighborhood meeting. If it is 4,000sqft or larger, please fill out the area below.

Proof of the meeting, such as a sign in sheet is required to prove that the meeting occurred. Documentation of the meeting is required to be submitted with this application. Please list associations below:

Neighborhood: _____ Date of Meeting: _____

Neighborhood: _____ Date of Meeting: _____

Neighborhood: _____ Date of Meeting: _____

I (We) certify that the facts set out are true to the best of my knowledge. I (We) understand that failure to provide adequate and complete information shall result in an incomplete sign review. Sign review will be on hold until the requested items or information are submitted.

In the event that the applicant/agent is not the owner, I (we) certify that the listed individual as the applicant/agent has the power and permission to represent the owner in this application and all matters related to it.

Applicant/Agent or Owner (Print Name)

Date

Applicant/Agent or Owner Signature