

Purpose: Define the scope, character, and aesthetic quality of signs. A sign plan is for signs that meet the Code; a Master Sign Plan is for signs that deviate from the Sign Regulations but respond positively to context and character. The project shall demonstrate consistency with the Community Plan, the Historic District Code, the *Historic Design Guidelines*, and surrounding context, per Section 153.173 (M) of the Historic District Code. Feedback from the ARB will be binding. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents may consist of multiple pages and typically include project narrative, drawings, and mock-ups, as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

Sign/s

- Describe the proposal, including the type/s of sign/s requested.
- State how the proposed project relates to existing character of the District, to the Dublin Community Plan, the Historic District Code, the *Historic Design Guidelines*, and any other applicable standards.

Master Sign Plan

- Describe the proposal, including the type/s of sign/s requested.
- State how the plan deviates from the code requirement.
- State how the plan meets the intent of the Master Sign Plan provision of the Historic District Code, the *Historic Design Guidelines*, and relates to the existing character of the District.

IV. Scaled Plans and Drawings (Sign or Master Sign Plan)

Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

Vicinity Map

- Show the general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.

Existing Conditions Plan

- Note existing zoning district, jurisdictional boundaries if applicable, and general location of adjacent streets.
- Depict site boundaries, including property lines, dimensions, and total acreage.
- Show adjacent parcels, including building footprints and access points.
- Depict existing easements, public/private utility systems, public improvements, and permanent facilities.
- Note existing historic/cultural features on the site.

Sign Details

- Ground-mounted signs
 - Use a previously-approved Final Development Plan as a base map, if applicable; highlight sign locations.
 - Include a proposed sign location/s for ground signs, including dimensions from property lines.
 - Include locations, dimensions, total area, height, colors, and materials.
 - Provide landscape plan.
- Building-mounted signs
 - Show building elevations with key plan.
 - Show proposed sign location, height (sign measured to the top of the sign and mounting hardware), and dimensions. If over a public right-of-way, show height to sign from ground.
 - Depict mounting brackets including materials, colors, and finishes.
- Window-mounted signs
 - Provide photos of proposed locations, shown on entire building elevation.
 - Provide graphic depiction of sign located within window.
- All types
 - Provide all proposed lighting information, including fixture and bulb specifications, and mounting configuration, if applicable.
 - Provide graphic depictions of all proposed signs including all materials, colors, lighting, and any other details; show day and night (with lighting).