



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

PERMANENT SIGN APPLICATION CHECKLIST

ALL OF THE FOLLOWING MATERIALS MUST BE SUBMITTED OR THE APPLICATION WILL BE RETURNED

Submit **2 collated sets** of the following required materials:

- _____ 1. Completed application form with all information filled in and all signatures obtained.
- _____ 2. Elevation drawing showing the sign on the building and the limits of the tenant space, measured in linear feet, and marked on the elevation drawing. **Please provide an area on the sign drawing large enough for staff's approval stamp and signature.**
- _____ 3. Scaled drawing of sign and cut sheet (if illuminated), with the total sign area shown (measured as a box around the entire sign), the height, materials, colors and font of the letters, the logo area calculation (if applicable), and the illumination (if applicable). This is a separate sheet from the elevation drawing.
- _____ 6. Signature on the sign drawing from the property management company or landlord for the proposed sign.
- _____ 4. Site plan showing sign location and the distance to the street curb, measured on the site plan.
- _____ 5. For all ground-mounted signs: Landscape and lighting plan, showing the location of the lights and the types of plants. Provide detailed information on the proposed lighting fixtures and their illumination.
- _____ 7. Fee. Check made out to the City of Germantown for full payment. (See required fees below.)
- _____ 8. If requested by Planning Division staff: Compiled digital materials and samples board of the paint chips, brick, siding material, roofing material, and any other construction materials for which approval is requested. Each sample/material shall be labeled. Physical materials samples and paint chips may be requested.
- _____ 9. Either email all documents to Planning Division staff or provide one thumb drive of all documents, including completed signed application and all sign drawings and plans, in PDF format

NO SIGN MAY BE ERECTED UNTIL IT HAS BEEN APPROVED BY STAFF OR THE DRC, AS REQUIRED, AND A PERMIT HAS BEEN OBTAINED FROM THE SHELBY COUNTY OFFICE OF CONSTRUCTION CODE ENFORCEMENT.

FEES - (All fees are non-refundable)

Administrative Sign Review (1 st review)	\$150.00
DRC Sign Review (1 sign)	\$200.00
DRC Sign Package Review (applications including 2 or more signs)	base \$200.00 + \$100.00 for each additional sign
Each subsequent review after 1 st	\$50.00 for each additional review
DRC Sign Policy Review	\$360.00
Appeal to BMA	\$250.00

*For additional information or questions, call:
City of Germantown
Economic and Community Development Department -- Planning Division
at 901-757-7281.*



CITY OF GERMANTOWN TENNESSEE

1930 South Germantown Road • Germantown, Tennessee 38138-2815
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

DATE RECEIVED: _____
RECEIVED BY: _____

PERMANENT SIGN APPLICATION

1. Business/Tenant Name: _____
2. Business's/Tenant's Address: _____
3. Name of Shopping Center (if applicable): _____
4. Type Sign:

_____ Tenant Identification	_____ Project Identification
_____ Building Identification	_____ Traffic Directional
_____ Exterior Directory	_____ Subdivision Identification
_____ Service Station Sign	_____ Other (_____)
5. Sign will be mounted on: Wall _____; Ground _____.
 - a. For WALL signs:
 - i. Distance building wall on which sign is mounted is set back from street curb or edge of pavement (corner lots, provide distance from both streets)

_____ Feet	_____ Inches	Street Name: _____
_____ Feet	_____ Inches	Street Name: _____
 - b. For GROUND signs:
 - i. Number of Sign Faces: One _____; Two _____.
 - ii. Orientation of Sign to Street: Parallel _____; Perpendicular _____; Angled _____
 - iii. Distance sign is set back from street curb or edge of pavement (corner lots, provide distance from both streets)

_____ Feet	_____ Inches	Street Name: _____
_____ Feet	_____ Inches	Street Name: _____
 - iv. Landscaping plan for base of sign must be included as a separate sheet of this submittal.
6. Linear feet of building frontage occupied by business where sign will be located: _____ feet.
SIZE OF TENANT SPACE: _____ square feet
7. Size of Sign: Width: _____ feet _____ inches; Height: _____ feet _____ inches
TOTAL AREA OF SIGN IN SQUARE FEET: _____.
8. Sign Content (words, letters, logos): _____
9. Size of logo: Horizontal _____ feet _____ inches; Vertical _____ feet _____ inches.
TOTAL AREA OF LOGO IN SQUARE FEET: _____.
10. Height of sign at its highest point above the surrounding grade: _____ feet _____ inches.
11. Size of Letters: 1) Height _____ Width _____ Font: _____.
2) Height _____ Width _____ Font: _____.
12. Colors: Letters: _____ **SUBMIT COLOR SAMPLES**
Background: _____ **SUBMIT COLOR SAMPLES**
13. Sign Materials: Letters _____; Sign Face _____; Sign Base _____
Mounting Structure (type and materials): _____
15. Sign Illumination, if applicable (type, location and wattage): _____

All applicable parties shown below must sign the application:

Name of Applicant (please print) _____

Address: _____

Phone No: _____ Email Address: _____

Applicant Signature: _____

Name & Title of Person Signing: _____

Name of Sign Erecting Company (if different) _____

Name of Business/Tenant (please print) _____

Address: _____

Phone No: _____ Email Address: _____

Business Owner/Tenant Signature: _____

Name & Title of Person Signing: _____

Name of Property Owner/Landlord (please print) _____

Address: _____

Phone No: _____ Email Address: _____

Property Owner/Landlord Signature: _____

Name & Title of Person Signing: _____

____ I, the property owner/landlord, hereby authorize the person named below to act as my agent in processing this application with the City of Germantown. (This is usually the applicant.)

Agent : _____

.....
Please Note: Following approval of your sign application from the City of Germantown, a sign permit must be obtained from Shelby County Construction Enforcement for the installation of all approved sign(s) on the subject property. SCCE may be contacted at 901-222-8374.

Note that approval of the application is based upon information provided herein and any change in this information including any change in ownership interests of the subject real property, after filing the application may result in reconsideration of any approval.