

Design Review Board (DRB) Sign Permit Application Process

Steps	Actions	Comments
Preliminary Inquiry	1. Pick up Application from the Planning Department	Also talk to the Building Inspector to make sure you can conduct your business or service at that particular address.
Sign Design	2. Design your sign	Submission requirements for review of your sign are shown on the application. Since the sign design may change during review, do not have the sign made until you receive DRB approval.
Submission	3. Submit 7 copies of the application, including all renderings, to the Planning Department 4. Design Review Board will set date for review (the first Thursday of the month.)	Application must be complete before it will be received and a review date set.
DRB Review	5. Attend DRB and present proposal. 6. DRB makes decision.	At the meeting, the DRB will review your proposal. It is best to represent yourself at the meeting. You may also want to bring your sign maker. If you cannot attend, your sign maker can substitute for you. The DRB must act within sixty (60) days of the receipt of the Application.
Approval	7. City Planner will mail the approval letter to the Applicant.	
Sign Permit	8. Apply for sign permit from the Building Inspector.	Once the sign has been approved, the applicant must get a sign permit from the Building Inspector.
Construction	9. Construct and erect sign.	The sign must be built exactly as approved by the DRB. Any future changes to your sign will require the issuance of a new permit.