



Sign or Awning Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- General Land Use Application Form
- Written narrative describing the details of the proposed sign/s or awning
- Site plan showing property lines, buildings, and all existing and proposed sign locations
- Scale drawing of proposed sign or awning including length, width, depth of sign and letter size
- Square footage summary of all existing and proposed signs
- Elevations showing the location of the sign/s or awning on the building
- Identification of any signs to be removed
- Photographs showing all sides of existing structures
- Photographs showing adjoining properties, buildings, and structures
- Material and color samples (may be brought to meeting)
- Method of attachment of sign/s or awning to building
- Method of lighting (if applicable)
- Additional information requested by zoning administrator
 - _____
 - _____
 - _____