



# 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 and ownership disclosure 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. Letter or stamp of approval 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.)

**For DRC only, also submit:**

- \_\_\_\_\_ 8. One CD or thumb drive of all documents, including completed signed application, ownership disclosure form and all sign drawings and plans, in PDF format
- \_\_\_\_\_ 9. One set of color and material samples (provide manufacturer and name and number of colors)

**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 <sup>st</sup> review)	\$50.00
Each subsequent review after 1 <sup>st</sup>	\$25.00
DRC Sign Review (1 sign)	\$150.00
DRC Sign Package Review (applications including 2 or more signs)	base \$150.00 + \$20.00 for each additional sign
DRC Sign Policy Review	\$300.00
Appeal to BMA	\$200.00

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

**\*\*NO EMAIL APPLICATIONS WILL BE ACCEPTED.\*\***



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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): \_\_\_\_\_

**FOR APPROVING AUTHORITY ONLY**

Zoning Designation of Address: \_\_\_\_\_

- APPROVED                      COMMENTS:
- DISAPPROVED

_____ Date	_____ Signature	_____ Title
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**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 : \_\_\_\_\_

**\*\*NO EMAIL APPLICATIONS WILL BE ACCEPTED. SUBMIT IN PERSON OR BY MAIL ONLY.\*\***

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**Please Note: Following approval of your sign application from the City of Germantown, a sign permit must be obtained from Shelby County Construction Code Enforcement for the installation of all approved sign(s) on the subject property. SCCCE 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.**

**The Applicant/Property Owner/Tenant acknowledges and agrees that if the Tenant of a project is not the owner of the subject real property, the Owner and Tenant shall be required to join in the project development contract with the City and the obligations of the project development contract shall be the joint and several obligations of the Owner and Tenant.**

**DISCLOSURE OF OWNERSHIP INTERESTS**

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interests, the following information is required to be furnished:

- 1. **For Profit Entities.** If the owner of the land which is the subject of this Application (including all owners and tenants) is a for-profit entity, i.e. individual, sole proprietor, general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner. (If another business entity owns 10% or more of the ownership interests in the Owner, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
**Signature of Applicant:** \_\_\_\_\_  
**Name & Title of Person Signing:** \_\_\_\_\_

Name of Business/Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
**Signature of Business Owner/Tenant:** \_\_\_\_\_  
**Name & Title of Person Signing:** \_\_\_\_\_

Name Property Owner/Landlord: \_\_\_\_\_  
Address: \_\_\_\_\_  
**Signature of Property Owner/Landlord:** \_\_\_\_\_  
**Name & Title of Person Signing:** \_\_\_\_\_

List Below Persons or Entities\* Owning 10% or More of the Ownership Interests of the Owner:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*See language in parenthesis above.

2. **Not-for-Profit Entities.** If the owner of the land which is the subject of this application (including all owners, lessees and developers) is a not for profit entity, the authorized representative of the property owner must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Name & Title Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

**Authorized Signature for Applicant:** \_\_\_\_\_

**Name & Title of Person Signing:** \_\_\_\_\_

President or Equivalent

Chief Executive Officer (Name & Title): \_\_\_\_\_

Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name & Title of Person Signing:** \_\_\_\_\_

List Below Members of the Board of Directors of the Owner:

Name

Business or Home Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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