



Administrative Sign Approval Application Planning Division

Form will not be processed until it is completely filled out.

1. Applicant

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

2. Property Owner

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

3. Applicant's Attorney/Contact Person

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

4. Project Designer/Developer

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

5. Project Information

Address/Location of Property: _____

Name of Development: _____
Parcel ID#: _____
Current Use: _____
Area in Acres: _____
Current Zoning: _____

Name of Historic District if any: _____
Date of HDC Approval, if any: _____
Date of Application for Preliminary Site Plan: _____
Date of Preliminary Site Plan Approval: _____
Date of Application for Final Site Plan: _____
Date of Final Site Plan Approval: _____
Date of Revised Final Site Plan Approval: _____

6. Required Attachments

- Two (2) folded paper copies of plans including details of the following:
 - Dimensions of proposed sign(s)
 - Dimensions of building frontage
 - Illumination
 - Height from grade
- Location of proposed sign(s)
- Colors and materials
- Authorization from Property Owner(s) (if applicant is not the owner)
- Material Samples
- Digital Copy of Plans

7. Details of the Request for Administrative Approval

8. Location of Proposed Sign(s)

9. Type of Proposed Sign(s)

Wall: _____
Ground: _____
Name Letter: _____
Canopy: _____

Projecting (Post-Mounted): _____
Projecting (Wall-Mounted): _____
Building Identification: _____
Other: _____

10. Size of Proposed Sign

Width: _____
Depth: _____
Height of Lettering: _____

Overall Height: _____
Extension from Wall: _____
Total Square Feet: _____

11. Existing Signs Currently on Property

Number: _____
Square Feet per Sign: _____

Sign Type(s): _____
Total Square Feet: _____

12. Materials/Style of Proposed Sign(s)

Metal: _____
Plastic: _____
Wood: _____
Glass: _____

Other: _____
Color #1: _____
Color #2: _____
Additional Colors: _____

13. Content of Proposed Sign(s)

14. Proposed Sign Lighting

Type of Lighting: _____
Size of Fixtures (LxWxH): _____
Maximum Wattage per Fixture: _____
Proposed Wattage per Fixture: _____

Location: _____
Number of Lights Proposed: _____
Height from Grade: _____
Lighting Style: _____

15. Landscaping (Ground Signs Only)

Location of Landscape Areas: _____

Proposed Landscape Material: _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: _____ Date: _____

Office Use Only

Application # _____ Date Received: _____ Fee: _____
Date of Approval: _____ Date of Denial: _____ Reviewed By: _____



SIGN REVIEW REQUIREMENTS

Two (2) sets of photos and plans (stapled together and folded) must be submitted for the Board members.

- 1. Color minimum 8 1/2” x 11” Photo of Existing Building Without Signage**
- 2. Scaled color rendering or minimum 8 1/2” x 11” photo of building with signage showing:**
 - a. Length of building
 - b. Height above grade of sign
 - c. Sign height and width (Letters, Logo, and/or Background)
 - d. Dimensions from sign to each end of the building or tenant space
 - e. Dimensions from sign to the top and bottom of the sign band
 - f. Location of all existing and proposed lighting fixtures
 - g. A landscape plan showing all existing and proposed planting and screening materials (for ground signs only)
 - h. Site plan showing location of sign (ground signs only)
 - i. Any existing signage with dimensions
- 3. Color measured drawing of sign:**
 - a. Height and width of background, letters and logo.
 - b. PMS Color numbers
 - c. Sign Materials
 - d. Cut view of sign showing:
 - i. Thickness of sign background and / or letters.(Letters must be a minimum 1/4” thick)
 - ii. Electrical details
 - iii. Mounting details
- 4. Lighting Information:**
 - a. Cut sheet of proposed lighting including:
 - i. Exact fixture size specifications
 - ii. Fixture color
 - iii. Fixture Style
 - iv. Bulb type and wattage
 - v. Manufacturer
- 5. Color minimum 8 ½ ” x 11” photos of adjacent buildings**
- 6. Prohibited Sign Types:**
 - a. Billboards, light box signs, pole signs, roof signs, parked vehicle signs and trailer signs are not permitted
 - b. No sign may be painted directly onto any building surface



CONSENT OF PROPERTY OWNER

I, _____, OF THE STATE OF _____ AND
(Name of Property Owner)

COUNTY OF _____ STATE THE FOLLOWING:

1. That I am the owner of real estate located at _____;
(Address of Affected Property)

2. That I have read and examined the Application for Administrative Approval made to the City of

Birmingham by: _____;
(Name of Applicant)

3. That I have no objections to, and consent to the request(s) described in the Application made to the City of

Birmingham.

Name of Owner (Printed): _____

Signature of Owner: _____ **Date:** _____



FEE SCHEDULE

Application	Fees
Administrative Approval	\$100
Administrative Sign Approval	\$100
Board of Zoning Appeals* <ul style="list-style-type: none"> • Single Family Residential • All Other Zoning Districts 	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Division/Combination of Platted Lots	\$200
Historic District Review* <ul style="list-style-type: none"> • Single Family Residential • All Other Zoning Districts 	No Charge \$350
Public Notice Sign <ul style="list-style-type: none"> • Notice Sign Rental • Returnable Sign Bond 	\$50 \$100 ➔ \$150 total
Preliminary/Final Site Plan Review <ul style="list-style-type: none"> • R4 – R8 Zoning District • Nonresidential Districts 	\$850, plus \$50 per dwelling unit \$1,050, plus \$50 per acre or portion of acre
Special Land Use Permit* <ul style="list-style-type: none"> • Plus Site Plan Review • Plus Design Review • Plus Publish of Legal Notice • Plus Sign Rental and Deposit 	\$800 \$1,050 \$350 \$450 \$150 ➔ \$2,800 total
Special Land Use Permit Annual Renewal	\$200
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50

***The fees for Board of Zoning Appeals, Community Impact Study Review, Design Review, Site Plan Review, Historic District Review and Special Land Use Permits shall be double the listed amounts in the event the work is commenced prior to the filing of an application for review by the City of Birmingham.**