



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: _____

Property Owner

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email: _____

2. Applicant's Attorney/Contact Person

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email: _____

Project Designer

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email: _____

3. Project Information

Address/Location of Property: _____

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

Name of Historic District site is in, 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: _____

4. Attachments

- Two (2) folded paper copies of plans
- Authorization from Owner(s) (if applicant is not owner)
- Material Samples
- Digital Copy of plans

5. Details of the Request for Administrative Approval

6. Location of Proposed Signs

7. Type of Sign(s)

Wall: _____
Ground: _____
Projecting: _____

Canopy: _____
Building Name: _____
Post-mounted Projecting: _____

8. If a wall sign, indicate wall to be used:

Front: _____
Left side: _____

Rear: _____
Right side: _____

9. Size of Sign

Width: _____
Depth: _____
Height of lettering: _____

Height: _____
Total square feet: _____

10. Existing signs currently located on property

Number: _____
Square feet per sign: _____

Type(s): _____
Total square feet: _____

11. Materials/Style

Metal: _____
Plastic: _____
Color 1 (including PMS color #): _____
Additional colors (including PMS color #): _____

Wood: _____
Glass: _____
Color 2 (including PMS color #) _____

12. Sign(s) Read(s): _____

13. Sign Lighting

Type of lighting proposed: _____
Size of light fixtures (LxWxH): _____

Maximum wattage per fixture: _____
Location: _____

Number proposed: _____
Height from grade: _____

Proposed wattage per fixture: _____
Style (include specifications): _____

14. 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: _____



CONSENT OF PROPERTY OWNER

I, _____, OF THE STATE OF _____ AND COUNTY OF _____
(Name of property owner)

_____ 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.

Dated: _____

Owner's Name (Please Print)

Owner's Signature



Sign Review Requirements

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 1/2" x 11" photos of adjacent buildings**

****No painted signs allowed.**



Fee Schedule

Administrative Approval	\$100.00
Board of Zoning Appeals* <ul style="list-style-type: none"> • Single Family Residential • All Others 	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Lot Division*	\$200 / parcel affected
Historic District Review* <ul style="list-style-type: none"> • Single Family Residential District • All other zone districts 	No charge \$350
Public Notice Sign	\$100 / refundable deposit \$50 fee
Site Plan Review* <ul style="list-style-type: none"> • R4 through R8 zone district • Nonresidential districts 	\$850 plus \$50 per dwelling unit \$1050 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 \$1050 \$350 \$450 \$150 Total fee: \$2800
Special Land Use Permit Annual Renewal Fee	\$200.00
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50
Zoning Ordinance Amendment Hearing (Rezoning)*	\$1500

***Require public notice sign to be posted (\$150 – rental fee & deposit)**

The fees for design review, site plan review, historic district review and special land use permits shall be double the listed amounts in the even the work is commenced prior to the filing of an application for review by the City of Birmingham.

Ordinance No. 1751 (Appendix A, Section 7.38 of the Birmingham City Code)