

GENERAL Sign Code Process				
Existing and Proposed				
Users: All clients with normal signage needs.				
	GENERAL	EXISTING	PROPOSED	TIMEFRAMES
Temporary Signs	Same day Over the counter	X	X	SAME
	Most same day	X	X	SAME
Portable Signs	A-Frames up to 3 days/Dept. of Transportation approval	X	X	SAME
	10 days or less for first review	X	X	SAME
Permanent Signs	Documents must be submitted by licensed contractor	X	X	SAME
	5 days or less if plan revisions required	X	X	SAME

FLEXIBLE Sign Code Process								
Existing and Proposed								
Users: All applicants outside of general standard needs – freestanding and standalone signage, wall signs, monuments, signs integrated as architectural features.								
PROPOSED Flexible Process		DAYS:	10	20	30	40	50	60
New Master Sign Program <small>permanent * portable * singular (stand-alone)</small>	(Optional) Preliminary review of application	10 DAYS	█					
	File applications and review by Sign Design Review Committee	14-28 DAYS	█	↔				
	Decision by Planning Development Services Director and appeal period	14 DAYS	█					
EXISTING Flexible Process		DAYS:	10	20	30	40	50	60
Integrate Architectural Features	Initial review and comments	10 DAYS	█					
	File application and Board of Adjustment review and decision	42-56 DAYS	█	↔				
	Appeal period	14 DAYS	█					
Sign Variance Process	Initial review and comments	10 DAYS	█					
	File application and review decision by Board of Adjustment	42-56 DAYS	█	↔				
	Appeal period	14 DAYS	█					