

Building and Signage Elevations Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. 24" x 36" document size, as a Pdf digital file provided on a CD along with any other submittal documents and paper copy(s) folded to approximately 8.5" x 11" size
2. Drawn to an accurate architectural or engineering scale and shall not be greater than 1" to 100'
3. Titled "Elevations" at the top center of first page and in the Title Bar.
4. Title Bar on the right hand side or at the bottom of each page
5. Elevation Data Table located at lower right-hand corner of first page.
6. Ground Signage Data Table located at lower right-hand corner of first page.
7. Wall Signage Data Table located at lower right-hand corner of first page.
8. Scale, located on the first page.

Section Two: Data Requirements

1. A title bar (located at the right-hand side of each page) containing the following information:
 - a) Owner of Record's name and address
 - b) Site Plan Designer's name and address
 - c) Original and revision dates
2. Data table for the Building Elevation should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information:
 - a) Building Height
 - b) Exterior Material List including colors for all Buildings and Accessory Structures
 - c) Percent of each façade which will be covered in brick
 - d) Total square footage of proposed building
3. Data table for the Ground Signage should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information for each sign:
 - a) Length of Street Frontage on which the sign is located
 - b) Height, Width and Square footage of each sign face
 - c) Overall Sign Height and Width
 - d) Type of Sign and Sign Base
 - e) If there is a Digital Display incorporated in the sign then the location, height, width and square footage of the Digital Display as well as the percent of the sign that is Digital Display.
4. Data table for the Wall Signage should be copied and pasted onto your plan from the 1-0 Development Tables and Calculators excel worksheet and contain the following information for each sign:
 - a) Height, Width and Square Footage of Façade on which the sign is located
 - b) Height, Width and Square footage of each sign face
 - c) Percent of Sign Coverage on the Façade on which the Sign is located.

Section Three: Depicted on the Document

1. Four sided Full Color Building Elevations of all Buildings with accurate dimension and exterior details including but not limited to exterior façade treatments by material, windows types, railings, and roof treatments.
2. Four sided Full Color Elevations of any accessory structures or elements with accurate dimension and exterior details including but not limited to exterior façade treatments by material. (i.e. trash enclosures, parking lot light standards etc.)
3. Four sided Full Color Elevations of proposed ground, wall and directional signage with accurate dimensions and materials list including colors.

4. Ground Sign Location Plan with accurate sign foot print and setback dimensions indicated.

Section Four: Signature Certificates

[Click Here](#) for examples of these blocks

1. No signature certificates, statements and easement provisions are required on this Document.

Section Five: Most Common Mistakes

1. Each platted lot (existing or proposed) should have a separate Building and Signage Plan which conforms to the Format Guideline.
2. The information in the table does not match the information on the plan.
3. The following items should NOT appear on the Document:
 - a. No signature certificates, statements and easement provisions are required on this Document.