

# Application Submittal and Review

## Sign – Zoning Review

Article 9, North Augusta Development Code



### Completeness Review

The approval process for a Sign-Zoning Review application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in Article 9, Signs. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Sign Permit application must be made within ten (10) days of submission of the site plan application to which it refers. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff and the Planning Commission (if applicable) will begin after all required information has been submitted.

### Required for all Sign Permit Applications:

a.	Sign-Zoning Review Application.
b.	Required Fee.
c.	A drawing or photo clearly showing all of the dimensions of the proposed sign.
d.	A site plan or survey of the site showing the building footprint, property lines and location of the freestanding sign, accessory signs and flagpoles.
e.	A drawing or photo of the building elevation with dimensions showing the size and location of the proposed wall, canopy, marquee, projecting and window sign(s).

### Compliance Review

After a Sign-Zoning Review application has been determined to be complete, project plans are reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. The time limit for the compliance review for a Sign-Zoning Review application is thirty (30) days. If additional information is necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable city policies, regulations and provisions of the Development Code.