

TOWN OF COLLIERVILLE
The Avenue Carriage Crossing
Tenant Signage Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
Website: www.collierville.com



Project Name: _____

Tenant Signage Checklist: The following information shall be submitted along with the application form. **Please check as submitted.**

General Information: *(The below documents may be found on the Town website.)*

- Completed Project Application Form
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form
- Sign permit application (per sign) and fee (per sign). (See fee schedule.) Fees are non-refundable.

Tenant Signage Details:

- Location of Tenant shall be provided on a Key Plan.
- Scaled drawings of sign with elevations showing ALL sign(s) on elevation, sections, details, colors of letters, trim caps and returns. Measurements of sign must be provided.
- Color rendering of ALL signage.
- Written approval from the Landlord Tenant Coordinator.
- 8 ½" x 11" material sample board of sign materials, labeled, for all proposed sign materials.

Sign Criteria: This Sign Criteria is designed to insure quality of signage within the Center. The requirements are intended to provide adequate exposure for the Tenant's merchandising and identification while maintaining the overall appearance critical to the success of the Center. **Note:** Refer to the Avenue Carriage Crossing Comprehensive Sign Plan for allowable sign area and sign requirements. Where the Tenant Manual and the aforementioned Sign Plan differ, the more stringent requirement shall prevail. Any proposed Tenant signage that varies from the Comprehensive Sign Plan, will be required to go through the Town of Collierville's Design Review Commission approval process.

To verify compliance with the design intent of these Criteria, the Owner/Landlord reserves the right to review and approve or disapprove all proposed signs and/or graphic treatment governed by these Criteria per the Owner/Landlord's interpretation of these Criteria, and to require revisions of any sign design which the Owner/Landlord judges not in compliance. The Tenant's sign design will also comply with the Town of Collierville's comprehensive sign plan criteria approved for Carriage Crossing as a part of the Price Farms PUD. The approved comprehensive sign plan criteria is summarized herein.

NO animated components, flashing lights, exposed bulbs, colored lighting, formed plastic, injection molded, box type or solid panel signs are permitted

Design Review Commission Review: Those submittals that do not meet the requirements of the approved Tenant Manual and Comprehensive Sign Policy will require review and approval of the Town of Collierville Design Review Commission (DRC). The DRC will review the request based on the Town of Collierville Design Guidelines, Zoning Ordinance and Carriage Crossing Tenant Manual. The Design Guidelines were created as a tool intended to balance the welfare of the public with the interest of the individual property owners. Chapter 151.240 of the Zoning Ordinance establishes the Design Review Commission and its powers. Chapter 151.170 of the Zoning Ordinance provides the regulations regarding signage. The DRC application, deadlines, fees and meeting dates are available on the Town's website www.collierville.com.

TOWN OF COLLIERVILLE
The Avenue Carriage Crossing
Tenant Signage Checklist

Planning Division
 500 Poplar View Pkwy
 Collierville, TN 38017

Telephone: (901) 457-2360
 Fax: (901) 457-2354
 Website: www.collierville.com



Tenant Signage Detail Sheet: *(A separate Signage Detail sheet is required for each proposed sign. Copy and attach as necessary.)*

Tenant size (in square feet):		Type of Tenant/Tenant Classification*:			
Building Frontage (in Linear Feet):					
Sign Type (check all that apply):		<input type="checkbox"/> Storefront/Wall <input type="checkbox"/> Blade <input type="checkbox"/> Canopy <input type="checkbox"/> Window <input type="checkbox"/> Ground-mounted (outparcels only)			
Total allowable sign area (in square feet):		Total requested sign area (in square feet)**:			
Content:					
Logo:					
Letter:	Height:	Width:	Font:		
Letter:	Height:	Width:	Font:		
Letter:	Height:	Width:	Font:		
Letter:	Height:	Width:	Font:		
Materials:	Sign Face:	Color Pantone # (PMS):			
	Trim Cap Pantone # (PMS):	Return Pantone # (PMS):			
Mounting Structure:					
Signage Lighting (Indicate how signage will be illuminated):		<input type="checkbox"/> Internal: <input type="checkbox"/> External:			
Additional Information: _____ _____ _____					

Notes:

*per Tenant Standard Sign Specifications in the Tenant Sign Criteria for the Avenue Carriage Crossing
 **The square footage of signs is calculated with the tight envelope method of a rectangle or square.

Sign Contractor Information:

Name of Installer/Contractor _____
Address _____
Contact Person _____
Telephone Number _____ Fax Number _____

**Tenant Signage
 Planning Staff
 Review Fees →**

Tenant Square Footage	Signage Review Fee
100 to 11,999 sf	\$75 per sign*
12,000 to 19,999 sf	\$75 per sign*
20,000 to 44,999 sf	\$75 per sign*
45,000 to 79,999 sf	\$75 per sign*
80,000 sf +	\$75 per sign*

Notes: *In addition to the review fee, the Town of Collierville Sign Permit cost is \$1.50 per square foot, with a minimum cost of \$50.