

TOWN OF COLLIERVILLE
Historic District Commission (HDC)
Signage Application Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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



Project Name: _____

Requested Mtg. Date: _____

HDC Signage Application 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
- Common Submittal Requirements: all information listed in the common submittal document must be submitted.
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form

Signage Request Information:

- Signage Details: provide all information requested by the Signage Information sheet ***posted on the Town website.***
- Scale drawing of the proposed sign showing the specifications, dimensions, and colors required by the Signage Information sheet.
- Wall-mounted, Hanging, Pier-mounted, Projecting: scale drawing of building elevation shall show proposed sign located on building, building height, height to top of sign mounted on building, and linear footage across building façade.
- Ground-mounted: include site plan showing the location of the proposed sign and landscaping, right-of-way, and all site features (i.e. buildings, existing landscaping, parking areas, and fences).
- Landscape Plan must be included with ground-mounted sign applications.
- Color samples.
- Material samples.
- Photograph(s) of building and site.
- Sign permit application (per sign) and fee (per sign). ***(See fee schedule and sign permit forms on Town website.)*** Fees are non-refundable.

Town Regulations, Ordinances and Guidelines: Please refer to the following information found via the Town website when preparing the application:

- Signage is allowed after the approval of a certificate of appropriateness is granted by the HDC. Please see Sections 151.195 through 151.201 of the Zoning Ordinance regarding the Historic District Ordinance