

**TOWN OF COLLIERVILLE**  
**Permanent Sign Permit Application**

Planning Division  
 500 Poplar View Pkwy  
 Collierville, TN 38017

Telephone: (901) 457-2360  
 Fax: (901) 457-2354  
 Website: [www.collierville.com](http://www.collierville.com)



<b>Business Name:</b>	<b>Permit #:</b>	
	<b>Review Fee:</b>	\$
<b>Business Street Address:</b>	<b>Permit Fee:</b>	None

**WHAT CONSTITUTES COMPLETE SIGN PERMIT APPLICATION?**

To avoid processing delays, submit a complete sign permit form, which includes the following. Incomplete sign permit submittals will be returned to the applicant and will not be processed by the Town.

- **Completed Sign Permit Application Form** - Complete the sign permit application form in detail and submit the following exhibits. A separate application is required for each proposed sign.
  - **Scaled Color Sign Rendering** – Provide a front and side detail of the sign. Indicate height, width, depth, and colors of letters, background, trim caps, returns and raceways (if applicable). If a wall sign, provide a rendering of the sign on the wall. If replacing an existing plastic face, color photo of existing face required. Provide illustration of sign face polygon measurement and label area in s.f.
  - **Cutsheets** - Provide a detail or cutsheet of any lighting.
  - **Site Layout/Landscape Plan** (for ground signs) - If the sign is a ground-mounted sign, a site layout showing the sign location, site lines, and distance to the street curb, as well as a landscape plan must accompany the request.
- **Authority to Submit Application** – The property owner, and applicant, if different from the property owner, must sign the application.
- **Review Fee** – The review fee must be submitted **with** the sign permit form. Checks shall be made payable to “Town of Collierville.” There is no charge for the actual sign permit once the review is complete. Review permit fees are summarized in the table above right, but see the Town’s Fee Schedule online at [www.Collierville.com](http://www.Collierville.com) for the most current fees.
- **Electrical Permits** – Separate Electrical Permits will be required for illuminated signs. Do not submit the Electrical Permit Application or fee with the Sign Permit Application. Wait until you receive approval of this application before applying for an electrical permit.
- **Additional information** – Provide details of any other pertinent information as required by the sign policy, planned development outline plan, or Historic District Commission (HDC) conditions of approval. The staff may request additional information (recent survey, product/color samples, additional details, etc.) to facilitate the review of the application.

For review of multiple permits for a business (excluding temporary signs), fee is calculated by the combined square footage of all signs submitted at the same time for review.

Temporary signs (see the separate temporary sign application)	See other app
0 to 32 sf – (permanent signs)	\$50
32 to 150 sf– (permanent signs)	\$150
150 sf or more– (permanent signs)	\$400

**PLEASE CONSIDER THE FOLLOWING BEFORE APPLYING FOR A SIGN PERMIT:**

- **Temporary Signs** – For temporary signs, do not use this application. Complete a separate Temporary Sign Application.
- It is recommended that the applicant review the Collierville Town Code, and the sign policy of the Planned Development (if applicable), prior to completing the application.
- For signs located within a Planned Development with a private sign policy administered by a property owners association, a letter (or other proof of design approval) should be submitted **with** the sign permit application. Failure to secure approvals in advance of submitting a sign permit application may result in the need for revisions to the proposed sign after the sign permit is issued, which could cause delays and added expense.
- Signs shall not be installed until the permit has been issued. A penalty fee will be charged if installed prior to issuance of permit.
- Owners and sign companies should know that constructing a sign before the permit has been issued is at their own risk and could result in avoidable costs if the sign does not meet the Town’s sign ordinance.

<p><b>STAFF USE ONLY</b></p> <p>Historic District CofA required? <input type="checkbox"/> No <input type="checkbox"/> Yes (qualifies for admin CofA) <input type="checkbox"/> Yes (HDC approval of CofA required (date: _____))</p> <p>Design Review: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved (see below or attached letter) <input type="checkbox"/> Disapproved (see below or attached letter stating reason)</p> <p>Reviewed by: _____ Date: _____</p> <p>Peer Review by: _____ Date: _____</p> <p>Inspected by: _____ Date: _____</p> <p>Conditions of approval:</p>	<p><b>Date received:</b></p>
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What type of sign to you plan to install?				Location and Mounting Structure/Method?			
<b>Sign Attached to Building</b> <input type="checkbox"/> Wall Sign <input type="checkbox"/> Hanging Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Window / Door (Permanent Only) <input type="checkbox"/> Awning Sign <input type="checkbox"/> Canopy Sign <input type="checkbox"/> Multiple Franchise Businesses <input type="checkbox"/> Other: _____ _____	<b>Ground Sign (i.e. Detached)</b> <input type="checkbox"/> Ground Sign (1 Business Only) <input type="checkbox"/> Ground Sign (2 to 4 business occupants) <input type="checkbox"/> Project Sign (5 or more business occupants with 10,000 sf or more building square footage) <input type="checkbox"/> Multiple Franchise Businesses <input type="checkbox"/> Development (Residential Only) <input type="checkbox"/> Flag Pole Sign(s) <input type="checkbox"/> Menu Board <input type="checkbox"/> Sandwich Board <input type="checkbox"/> Other: _____	<b>Wall Signs</b> Sign's orientation from the building wall: <input type="checkbox"/> Perpendicular: <input type="checkbox"/> Parallel <input type="checkbox"/> Angled  Sign's orientation from street: <input type="checkbox"/> Perpendicular <input type="checkbox"/> Parallel <input type="checkbox"/> Angled	<b>Ground Signs</b> The ground-mounted sign will be set back _____ feet from curb.  Existing landscaping? <input type="checkbox"/> Yes <input type="checkbox"/> No  Site layout w/ landscaping provided with application? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Sign size</b>	<b>Width</b>		<b>Total Area (square feet)</b>				
	<b>Height</b>		<b>Building Frontage (linear feet)</b>				
<b>Sign height</b>	<b>For Ground-mounted</b> (measured from highest point above surrounding grade, including base)						
	<b>For Wall-mounted</b> (measured from highest point above surrounding grade)						
<b>*Sign Content/Logo</b>							
<b>Size of Letters</b>	<b>Height</b>		<b>Width</b>		<b>Font</b>		
	<b>Height</b>		<b>Width</b>		<b>Font</b>		
	<b>Height</b>		<b>Width</b>		<b>Font</b>		
<b>Channel Letter Return Color</b> (only these 3 colors are allowed by the Zoning Ordinance in most cases)		<input type="checkbox"/> Bronze <input type="checkbox"/> White <input type="checkbox"/> Black					

\*The Town of Collierville does not regulate sign content but instead regulates sign materials and illumination. Signage colors are not regulated if the sign is not illuminated or the sign is externally illuminated. For more details see §§151.170 through 151.183 of the Zoning Ordinance.

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**Methods of Sign Illumination:**

**Will the sign be illuminated any way?**

- No. Lighting (internal or external) of the sign is not requested or part of the proposed design.
- Yes. If yes, answer the following, being sure to note on the sign detail how the sign will be illuminated:
  - Internal Illumination (white lighting only is allowed). Indicate type:
    - Channel Letters:
      - White, translucent plastic faces (with aluminum returns)
      - White, translucent plastic face with black dual color film (with aluminum returns)
    - Reverse-Channel Letters (halo-lit or reverse lit)
    - Plastic-Faced Cabinet Signs (only valid for replacing an individual tenant panel on an existing project sign face as part of a multi-tenant project sign built prior to 8-23-10)
  - External Illumination (white lighting only is allowed). If externally illuminated:
    - Where will the light source be located in reference to signage?
      - Above the sign
      - Below the sign
    - What is the glare protection method (check all that may apply):
      - Landscaping (must be installed within 30 days of the sign installation)
      - Directed at sign
      - Shielding part of fixture (include plan/detail specification)

Check all types of materials that will be used for the sign:	Identify the materials proposed for sign letters backgrounds, frames, supports, and ornamentation along with the color name and Pantone# (PMS) if applicable:		
	Material Type	Description of how the material is to be used (sign face, returns, on frame, on foundation, etc)	Color Name or Pantone# (PMS) (if applicable)
<input type="checkbox"/>	Metal		
<input type="checkbox"/>	Plastic		
<input type="checkbox"/>	Brick		
<input type="checkbox"/>	Natural stone		
<input type="checkbox"/>	Imitation Stone		
<input type="checkbox"/>	Split-face block		
<input type="checkbox"/>	Wood		
<input type="checkbox"/>	EIFS		
<input type="checkbox"/>	Glass		
<input type="checkbox"/>	Cement Stucco		
<input type="checkbox"/>	Painted on (to existing wall)		
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Other		

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**General Information:**

<b>Business Name</b>			<b>Tenant</b>	<input type="checkbox"/> New	<input type="checkbox"/> Existing
<b>Business Owner</b>					
<b>Business Address</b>				<b>Phone</b>	( )
<b>Fax #</b>	( )	<b>E-mail Address</b>			
<b>Owner Address if Different from Business Address</b>					
<b>Replacing an existing sign?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Cost of Sign</b>	\$	
<b>Within the Historic District?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<b>In a Shopping Center?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<b>Zoning District</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Office	<input type="checkbox"/> Residential	
<b>Installing Sign Company Name</b>					
<b>Mailing Address</b>				<b>Phone #</b>	
<b>Installing Sign Company Contact</b>					
<b>Fax #</b>	( )	<b>E-mail Address</b>			

**Planned Development Information (if applicable, does not include Shopping Centers):**

<b>Is sign located within a Planned Development?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>If yes, is there an approved sign policy for that Planned Development?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, what is the name of the Planned Development?</b>					
<b>If yes, have you attached to this sign permit proof of the property owner or his/her designee approval?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

**I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO FILE A SIGN PERMIT APPLICATION FOR THIS PROPERTY AND ALL INFORMATION ON THIS APPLICATION IS CORRECT, AND I HEREBY AGREE TO THE FOLLOWING GENERAL TERMS AND CONDITIONS OF THE SIGN PERMIT:**

- I understand that an electrical permit is required for all lighted signs and must be obtained from the Building Department in advance of installation. I will contact the Building Department (901-457-2310) for sign and electrical inspections.
- In making an application for a sign permit, the information given is, to the best of my knowledge, true and accurate.
- It is understood and agreed that any error, misstatement or misrepresentation of fact, either with or without intention, which might, if known, cause a denial of this application, or any alteration or change in plans is made without the permission of the Department of Development Services and/or the Historic District Commission subsequent to the issuance of the sign permit, and such shall constitute grounds for revocation and nullification of such permit and the removal of any sign that has been constructed.
- I understand that construction, alteration, relocation, or demolition of a sign or sign structure authorized by a sign permit must be completed within a period of 180 days of the date of the sign permit approval. I understand that upon written request, one extension of 180 days may be granted. I understand that issuance of a permit SHALL NOT be held to permit, or to be an approval of, the violation of any provision of any of the Town and/or County Ordinances.
- If landscaping is required to shield external light sources or as foundation plantings to a ground sign, I acknowledge that the landscaping is ultimately the responsibility of the property owner and must be installed within 30 days of the sign installation.

**Owner of the property:**

**AND Applicant, if different from the property owner:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed or typed name(s): \_\_\_\_\_

Printed or typed name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_