



# Community Development Department

Planning Division

Unified Sign Plan Application

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1500 • [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

## UNIFIED SIGN PLAN APPLICATION

### FOR OFFICE USE ONLY

Case Number:	
Date Received:	
TAC Date:	
PC Date:	
CC Date:	
Fee Paid (\$1,000.00)	

### CONTACT INFORMATION

PROPERTY OWNER NAME:

PHONE:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

OWNER EMAIL:

APPLICANT NAME:

PHONE:

(If different than owner)

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT EMAIL:

CONTRACTOR NAME:

CONTRACTOR ADDRESS:

STREET

CITY

STATE

ZIP

CONTRACTOR EMAIL:

INSURANCE COMPANY:

INSURANCE POLICY NUMBER:



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**PROPERTY INFORMATION**

LEGAL DESCRIPTION: (Please provide digital copy as a Word document with application)

DEVELOPMENT NAME:

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

COUNTY:

ACREAGE:

SQUARE FOOTAGE OF BUILDING(S):

CURRENT ZONING:

WITHIN AN OVERLAY DISTRICT?

Yes

No

If yes, which Overlay District?

OWASSO LAND USE MASTER PLAN DESIGNATION:

CURRENT USE OF THE PROPERTY:

LOT FRONTAGE ON ARTERIAL STREETS:

AVERAGE LOT DEPTH:

LOT AREA:

DESCRIBE STRUCTURE SET BACKS:

TOTAL ESTIMATED COST OF SIGNS:



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<b>SIGN #1</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION
<b>SIGN #2</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION
<b>SIGN #3</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION
<b>SIGN #4</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION
<b>SIGN #5</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION
<b>SIGN #6</b>	HEIGHT	WIDTH	LENGTH	AREA
	ORIENTATION		COLOR(S)	ILLUMINATION METHOD
	FACE MATERIAL		POLE MATERIAL	FOUNDATION

*Unified Sign Plans may not propose a total sign square footage exceeding three (3) square feet of signage per every one (1) linear foot of street frontage of the subject property.*



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**SUBMITTAL**

A site plan drawn to scale (no smaller than 1"=20') to be submitted with the application must contain the location, size, height, construction material, color, type of illumination, and orientation of all proposed signs.

Please submit this completed application form with all required items, including ten (10) copies of the sign plan and site plan, to the Owasso [Planning Division](#). Applicants must submit a paper copy of all materials to Owasso City Hall **and** an electronic copy of all materials to [planning@cityofowasso.com](mailto:planning@cityofowasso.com). Additionally, one (1) copy of construction plans is required at the time of submittal. Incomplete applications will not be accepted. Applications are due on or before the 1<sup>st</sup> of the month to be eligible for addition to that month's Technical Advisory Committee (TAC) meeting agenda. After TAC review, the application is included on the agendas for the next [Planning Commission](#) and [City Council](#) meetings. The applicant or the applicant's representative must attend the Technical Advisory Committee, Planning Commission, and City Council meetings when their case is on the agenda.

**SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

*The property owner must sign the application or it will not be processed.*

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: