SIGNAGE:
- ❑ Dimensions of overall sign area
- ❑ Provide a color rendering of the design chosen
- ❑ Note how and where the sign will be hung on the building (including orientation) on the building plans
- ❑ All sign plans shall include the exact style, size, colors and materials proposed

FAÇADE PAINTING AND CLEANING/TREATMENTS:
- ❑ Provide samples of the colors chosen (including name and color ID)
- ❑ Mark which color will be body color and which will be accent colors
- ❑ Note where each color will be used on an elevation detail
- ❑ Note where and what cleaning/treatments to be used

AWNINGS:
- ❑ Provide information about style of awning chosen
- ❑ Note the size and dimensions of awning
- ❑ Description of any proposed lettering or images including location, colors, style and content
- ❑ Provide samples of the colors chosen (including name and color ID)
- ❑ Note where awning will be placed on building (including elevation and orientation)

MAJOR FAÇADE ALTERATION VISIBLE FROM A PUBLIC CORRIDOR:
- ❑ Provide a rendering of major changes, including colors, dimensions, scale and materials where applicable
- ❑ Provide samples of any paint colors (including name and color ID)
- ❑ Provide samples of any proposed materials (including type and texture)
- ❑ Colors/materials keyed to indicate location on exterior building elevation plan

WINDOW AND DOOR MAINTENANCE:
- ❑ Provide a rendering of window/door changes, including colors, dimensions, scale and materials where applicable
- ❑ Provide samples of any paint colors (including name and color ID)
- ❑ Provide samples of any proposed materials (including type and texture)

EXTERIOR LIGHTING:
- ❑ Provide rendering of exterior lighting to be used, color and proposed location on the building

OTHER AESTHETIC & FUNCTIONAL IMPROVEMENTS
- ❑ Provide details, including colors and complete project proposal

ALL PROJECTS:
- ❑ Two cost estimates from licensed and bonded contractors for projects under $10,000; three if over $10,000.
- ❑ Title Block
- ❑ North Arrow and scale of drawing
- ❑ Color photos of the site labeled to identify content and proposed work
- ❑ Fill out this checklist and attach with application