

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

Department of Development  
500 Poplar View Pkwy  
Collierville, TN 38017

Telephone: (901) 457-2300  
Fax: (901) 457-2354  
Website: [www.colliervilletn.gov](http://www.colliervilletn.gov)



For temporary signs, **do not use this application**. Complete a separate Temporary Sign Application.

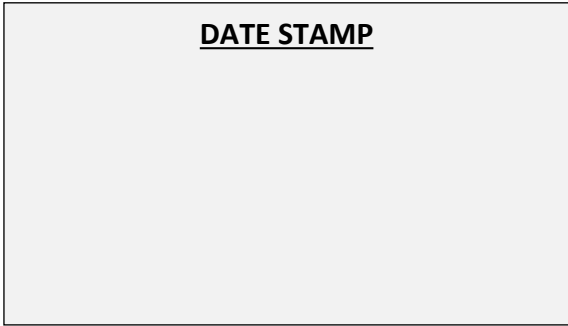
**STAFF USE ONLY**

Permit Number: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Peer Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
Historic District CofA Required?  NO  
 Yes (qualifies for admin CofA)  Yes (HDC approval of CofA required by date: \_\_\_\_\_)  
Design Review:  Approved  Conditionally Approved (see below or attached)  Disapproved (see below or attached)

**CONDITIONS OF APPROVAL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE STAMP**



**PLEASE PRINT - Incomplete sign permit submittals will be returned to the applicant!**

Business Name: \_\_\_\_\_ Business Owner: \_\_\_\_\_

**Physical Address of SIGN(S):** Address: \_\_\_\_\_ City: **Collierville** **Germantown**

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Zoning: Commercial Industrial Office Residential Historic District

Installing Sign Company Name: \_\_\_\_\_ Contractor Code # \_\_\_\_\_

Contact: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Sign Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**REVIEW FEE STRUCTURE AND COSTS**

A flat review fee of **\$65.00** is charged for each sign permit submitted. **Checks shall be made payable to "Town of Collierville."** This fee is payable by cash, check, or credit card (online credit card payments will incur a 3.25% service fee).

**PLANNED DEVELOPMENT INFORMATION** (If applicable)

Is the sign located within a Planned Development? Yes No (If yes, complete remaining questions in this section)  
What is the name of the Planned Development? \_\_\_\_\_  
Is there an approved sign policy for the Planned Development? Yes No

**SIGN DETAILS**

Are you replacing an existing sign? Yes No

Is the sign in a shopping center? Yes No If yes, Shopping Center Name: \_\_\_\_\_

**Attached Signs:** Please select how the sign will be attached to the building (check one):

- Wall Hanging Projecting Window/Door (Permanent Only)
- Awning Service Station Canopy Multiple Franchise Businesses
- Marquee Flag Convenience Sign Other: \_\_\_\_\_

Please select the following location and mounting structure/methods (check if applicable):

- Sign's orientation from the building wall: Perpendicular Parallel Angled
- Sign's orientation from the street: Perpendicular Parallel Angled

**Freestanding Ground Signs:** Please select from the following:

- Ground (1 business only) Ground (2-4 business occupants) Ornamental Ground
- Multiple Franchise Business Project (5 or more tenants with 10,000 sf or more of building space)
- Development (Residential Only) Convenience Sign Flag
- Menu Board Sandwich Board Other: \_\_\_\_\_

The ground-mounted sign will be set back \_\_\_\_\_ feet from the curb.

\*Is there any existing landscaping? Yes No

\*Please note that landscaping, per §§ 151.178 (B)(4)(a) of the Zoning Ordinance, is required for ground signs. All ground sign permit applications must demonstrate how these requirements are met.

**Sign Illumination:** Will the sign be illuminated in any way?

No, lighting (internal or external) is not requested or part of the proposed design

Yes, please 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 faces with black or silver dual color film (with aluminum returns)

Routed Metal Signs:

- Push through with clear plastic letters with opaque vinyl faces, 1/2" maximum return depth
- Routed Face with white translucent plastic or black or silver dual color film on white plastic

Reverse-Channel Letters (halo-lit or reverse lit)

Plastic-Faced Cabinet Signs (only permitted in limited circumstances)

**External Illumination** (white lighting only is allowed) Indicate the following:

Light source location in reference to sign: Above Sign Below Sign

Glare protection method (check all that may apply):

- Landscaping (must be installed within 30 days of the sign installation)
- Directed at sign
- Shielding of fixture (include plan/detail specification)

Check all types of materials that will be used:	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)
	Metal		
	Plastic		
	Brick		
	Natural stone		
	Imitation Stone		
	Split-face block		
	Wood		
	EIFS		
	Glass		
	Cement/Stucco		
	Painted onto Existing Wall		
	Vinyl		
	Other		

Sign Size	Width	Total Area (square feet)**			
	Height	Building Frontage (linear feet)			
Sign Height	For Ground-Mounted (measured from highest point above surrounding grade, including base)				
	For Wall-Mounted (measured from highest point above surrounding grade)				
Channel Letter Return Color <small>(only these 4 colors are allowed by the Zoning Ordinance in most cases)</small>		Bronze	White	Black	Silver

**\*\*For information on how to measure signs, please see §§ 154.178 (B) of the Zoning Ordinance.**

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

- Sign permits can be submitted to the Planning Division at Town Hall or online through the Permit & Application Center. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville>. To avoid coming into Town Hall, feel free to use the green "Development Department Dropbox" on the east side of Town Hall next to the Codes Division entrance.
- A separate application is required for each proposed sign.
- It is recommended that the applicant review the Collierville Town Code (§§151.170 through 151.183), 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 a permit.
- Owners and sign companies should know that constructing a sign before a 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.

**VERIFICATION OF A COMPLETED SIGN PERMIT APPLICATION:**

Application will not be processed until all of the following boxes are checked to acknowledge completion and owner/applicant signatures are provided:

- Completed Sign Permit Application Form** – Complete this form in detail and submit the following exhibits.
- Scaled Color Sign Rendering** – Provide a front and side detail of the sign. Indicate height, width, depth, material, 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 is required. Provide illustration of sign face polygon measurement and label area in square footage.
- Lighting 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, sight lines, and distance to the street curb, as well as a landscape plan must accompany the permit application.
- 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 on page 1. Please 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** – If applicable, 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.
- Valid Business License** – This form will not be processed without a valid contractor business license.

**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, THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED WITHIN THIS DOCUMENT, 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.
- I understand** that a sign permit application will be denied by staff after a period of 60 days of inactivity, which is calculated from the last date that the staff requested revisions to the permit, artwork, or additional information.
- I understand** that, if a sign permit is denied, the applicant must reapply for the sign and pay a new review fee.
- 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:**

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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