

SUBMITTAL CHECKLIST AND STANDARDS

Sign Submittal Checklist (Required for All Signs)

Applicant	Description
	Affidavit of Legal Interest - A city provided form can be found here: https://meridiacity.org/building/handouts
	Narrative - Including number of signs, type of signs, illumination, location and placement.
	Lettering Style and Sizing - Complete text to appear on sign.
	Sign Dimensions - Including base, wall, and background area.
	Construction Materials - Including construction materials of sign and existing building.
	Sign and Lettering Colors - Colored diagram, color samples, or paint chips.

Additional Checklist Items per Sign Type:

WALL:	⇒ Building Elevations - Must include wall dimensions, scaled location of sign on building, and all existing signs. ⇒ Connection Detail - Must include type of anchors and location(s) of anchorage.
MONUMENT: (GROUND SIGNS, SCOREBOARDS)	⇒ Site Plan - Must show property lines and adjacent sidewalks, right of way from center of streets, landscaping, vision triangle, exact location of sign on property. Must include all existing free standing signs. (If sign is located in the right of way, must obtain a license agreement from ACHD 208-387-6100). ⇒ Structural Engineering - Must be stamped by an Idaho licensed professional. Footing and support detail must indicate number, type, and size of support poles and connection method being used to connect to the footing. **Required when sign exceeds seven (7) feet in height. ⇒ Foundation and/or Footing Detail - Must provide all measurements and depth below grade.

Submittal Standards

- ◆ All plans must be submitted in PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ All plans must be drawn to scale and each sheet should state the scale.
- ◆ Plans must be submitted individually using separate file names.
- ◆ Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

File Naming Examples for Sign Projects

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Site Plan	SP	100	SP100_Site Plan
Attachment Detail	AD	1	AD1_Attach Detail
Footing/Foundation	F	1	F1_Footing Detail

