



ENVIRONMENTAL DESIGN REVIEW BOARD (EDRB)



I. ITEMS REQUIRED TO BE REVIEWED BY THE BOARD

- All new commercial and industrial buildings
- All new multi-family residential buildings
- All permanent signs
- Any replacement signs (see Section II below)
- Any previously permitted signs being relocated to a different location
- All super graphic designs for signs or building exteriors
- All ornate and/or foreign objects for signs or building exteriors
- Any major exterior renovations or additions to commercial or industrial buildings
- Any building construction, landscaping, or sign erection by the City of Gatlinburg

II. ITEMS NOT REQUIRED TO BE REVIEWED BY THE BOARD

- Signs being replaced or refurbished as previously approved by the Board such as touch up/repair/repaint/replacement of existing signs, sign face, sign structure with the exact same message or materials
- Re-installing signs which received previous approval and/or permits, and have been removed for less than 6 months and replaced in the approved location on the original property
- Minor building repairs at the discretion of the Planning Department
- Single-family and two-family (duplex) dwellings

III. INFORMATION REQUIRED OF APPLICANT FOR PLACEMENT ON THE EDRB AGENDA

All applicants must complete the appropriate application (sign permit request or building permit request) and the request for review form.

- SIGNS- ⁵ (5 copies of each item listed below)
 - Photos of the proposed sign(s) location
 - A scaled survey map showing the setback (a minimum of 5 feet measured from the property line). Please note that the maximum allowable square footage for each business is calculated based upon how far the leading edge of the closest sign is setback from the property line.
 - A scaled drawing showing dimensions of the sign and elevation, lettering style, colors (both background and letter), construction materials, lighting style (internally, external, etc.) and the type of sign (wall sign, hanging sign, projecting sign, window sign, freestanding etc.)

Sign Permit Checklist

This checklist must accompany all sign permit applications submitted for review. A sign permit must be issued prior to the erection of any sign, except those exempted from the permit requirements (see Section 411.6 of the Municipal Zoning Ordinance). Please note, that all new and replacement signage must be reviewed and approved by the Environmental Design Review Board (EDRB) and the Planning and Building Departments. **The EDRB meets every second and fourth Thursday at 1:30 p.m. in the Commission Room at City Hall. The deadline for requests to be reviewed by the Board must be received before 12:00 a.m. on the Friday preceding the meeting date.** Incidental sign permit requests require only Planning and Building Department review and approval prior to issuance of a sign permit. Under the Applicant Review column at the left, please check the items applicable to your request.

APPLICANT REVIEW

STAFF REVIEW

- | | | |
|-------|---|-------|
| _____ | 1. Completed application for a sign permit | _____ |
| _____ | 2. Is the request for permanent and/or incidental signage? | _____ |
| _____ | 3. Scaled drawing showing square footage (length and width dimensions) and surface dimension of each proposed sign | _____ |
| _____ | 4. Dimensions of each existing sign (length and width) | _____ |
| _____ | 5. Description or example of materials and color scheme of each proposed sign | _____ |
| _____ | 6. Site plan showing the location of each sign and distance from the property line (5 foot minimum setback, verification is required) | _____ |
| _____ | 7. Photographs showing the location of each existing and/or proposed sign | _____ |
| _____ | 8. Height of any freestanding sign (25 foot maximum) | _____ |
| _____ | 9. Treatment of area in the immediate location of the sign (e.g. Landscaping, hanging baskets, native rock, etc.) | _____ |
| _____ | 10. Exact type style or font chosen for sign, (handwritten sketch may not be acceptable) a computer generated layout is preferred. | _____ |
| _____ | 11. Method of illumination, if applicable (e.g. exterior - from above or below, interior - cut out letters, direct or indirect) | _____ |
| _____ | 12. Description of how each sign will be mounted (e.g. freestanding, window, etc.) | _____ |

Note: The EDRB must know what all signs will look like in order to grant approval. A failure to provide adequate sign information could result in the Board not being able to act on your request.

EDRB Preferences: *The Board strongly supports the use of creative, artful, and well designed signs that fit within Gatlinburg's mountain setting. The Board prefers the use of sandblasted, routed and handcrafted wood signs. In fact, signs constructed of routed or sandblasted wood or other wooden materials, approved by the EDRB, may qualify for a display area increase of 25 percent. The Board prefers dimensional signs that have raised letters, logos or other visual elements. Generally, the Board favors the use of exterior over interior illumination. The Board strongly encourages the use of native landscaping, hanging baskets, and native rock, etc. in the areas around any proposed or existing signage. The Board annually recognizes sign design excellence by publicly presenting an award plaque and certificates of recognition.*

REQUEST FOR REVIEW

Environmental Design Review Board

Planning Commission

City Commission

New

Administrative Review

Existing

Please describe your request: _____

Location of Project: _____ Zone: _____

City Tax Map Information: Map _____ Group _____ Parcel _____

Business Name: _____

Business Address: _____

Applicant: _____

Applicants Mailing Address: _____

Telephone #: _____ Cell/Pager #: _____

Property Owners Name: _____

Property Owners Mailing Address: _____

Telephone #: _____ Cell/Pager #: _____

CHECKLIST

Elevation and/or rendering including colors and materials

Detailed site plan and/or survey

Eleven copies required for Planning Commission (2) 24X36 (9) 11 x 17

Five color copies of rendering and photos required for EDRB (5) 8 ½ x 11

Applicant's Signature

Date



City of Gatlinburg Sign Permit Request

New Sign Sign Rework Sign Relocation

- Applicant: _____ Phone: _____
Mailing Address: _____ Email: _____
- Property Owner: _____ Phone: _____
Mailing Address: _____
- Lessee/Renter: _____ Phone: _____
Mailing Address: _____
- Architect/Sign Maker: _____ Phone: _____
Mailing Address: _____
- Name of Business/Shop: _____
Location: _____ Is this business in a mall? Yes No
If yes, name of mall: _____ Shop # _____
- Estimated Cost of Sign: _____ City Business License # _____
- Request Description: _____

8. I have read the Gatlinburg Architectural Design Guidelines Yes No
(It is available at <http://gatlinburgtn.gov/pdf/planning/checklists/Gatlinburg-ARTECHGUIDELINES4-18-08.pdf>)

9. Please provide the following information on existing and proposed signs:

EXISTING SIGNAGE

Number of existing signs: _____

Dimensions &

Square feet
of each sign

Check appropriate items for each sign

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

_____ **TOTAL SQUARE FOOTAGE**

PROPOSED SIGNAGE

Number of proposed signs: _____

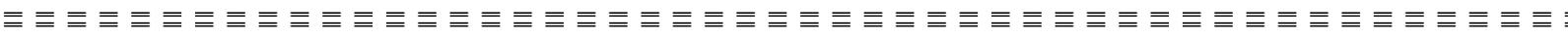
Dimensions &

Square feet
of each sign

Check appropriate items for each sign

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

_____ **TOTAL SQUARE FOOTAGE**



Applicant Review

Staff Review

- | | | |
|-------|--|-------|
| _____ | 1. Completed application | _____ |
| _____ | 2. Scaled drawing showing square footage of each proposed sign. | _____ |
| _____ | 3. Dimensions of each existing sign. | _____ |
| _____ | 4. Description of materials and color scheme of each proposed sign. | _____ |
| _____ | 5. Site plan/survey showing the location of each sign and distance from the property line (5 ft. minimum). | _____ |
| _____ | 6. Photographs showing the location of each existing and/or proposed sign. | _____ |
| _____ | 7. Sign height (25 ft. maximum). | _____ |
| _____ | 8. Any electrical work must be inspected by the state and a copy of the inspection must be provided. | _____ |

The above information is true and correct to the best of my knowledge.

Signature of Applicant _____

Date: _____