

**THE AVENUE - MURFREESBORO**  
**ON-SITE PERMANENT SIGN(s)**  
**SIGN PLAN REVIEW APPLICATION**  
**Murfreesboro City Code - Planned Sign Overlay (PSO)**

City of Murfreesboro  
Building & Codes Department  
P.O. Box 1139, 111 W. Vine Street  
Murfreesboro, TN 37133-1139

Telephone: (615) 893-3750  
Voice/TDD: (615) 849-2689  
Web site: murfreesborotn.gov

**Sign Plan Application Can Not Be Accepted without Required Information, Plans and Renderings (see page 3) and Written Stamped approval from the Landlord.**

**A copy of the City sign ordinance can be downloaded from the City of Murfreesboro web-site: murfreesborotn.gov.**

**Applications may be transmitted electronically, by mail or personal delivery to:**  
**Teresa Stevens - [tstevens@murfreesborotn.gov](mailto:tstevens@murfreesborotn.gov) FAXED APPLICATIONS WILL NOT BE ACCEPTED**

Business Name \_\_\_\_\_ Business Address \_\_\_\_\_

Tenant Unit #: \_\_\_\_\_ Square Foot Tenant Space: \_\_\_\_\_

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

St. \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ email: \_\_\_\_\_

Sign Contractor Name: \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

St \_\_\_\_\_ Zip \_\_\_\_\_ Phone #: \_\_\_\_\_ email: \_\_\_\_\_

**CLASS OF WORK:** \_\_\_\_\_ New \_\_\_\_\_ Alteration \_\_\_\_\_ Relocation \_\_\_\_\_ Demolition \_\_\_\_\_ Reconstruct

**TYPE OF SIGN:**

(Based on The Avenue – Murfreesboro Signage & Graphics Criteria Dec. 6, 2011 Revision 4)

**Tenant Signage** (page 3-10)

- \_\_\_\_\_ Vertical Wall Sign
- \_\_\_\_\_ Building Wall Sign
- \_\_\_\_\_ Blade Sign
- \_\_\_\_\_ Loft signage

**Outparcel Signage** (page 38)

\_\_\_\_\_ **Single Tenant**

- \_\_\_\_\_ Building Wall Sign
- \_\_\_\_\_ Freestanding Monument
- \_\_\_\_\_ Window Sign
- \_\_\_\_\_ Canopy or Awning Sign
- \_\_\_\_\_ Logo

**Site Signage** (page 16-37)

- \_\_\_\_\_ Tenant Directory
- \_\_\_\_\_ Internally Illum. Tenant Directory/Ad Panel
- \_\_\_\_\_ 2-sided Directory Ad Panel
- \_\_\_\_\_ Sidewalk Signage
- \_\_\_\_\_ Entry Wall Signage
- \_\_\_\_\_ Interstate Monument Sign
- \_\_\_\_\_ Interstate Monument Ad Panel

\_\_\_\_\_ **Multi-Tenant**

- \_\_\_\_\_ Building Wall Sign
- \_\_\_\_\_ Freestanding Monument
- \_\_\_\_\_ Window Sign
- \_\_\_\_\_ Canopy or Awning Sign

NOTE: Electronic Message Center signs as defined by the Murfreesboro Sign Ordinance are Prohibited.  
See prohibited signs, Murfreesboro City Code Sec. 25 ¼-24. Signs not expressly allowed are not permitted.

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

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

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



Project Address: \_\_\_\_\_

**PLAN REQUIREMENT CHECKLIST**

**PROJECT NAME:** \_\_\_\_\_

**Application Will Not be Processed without the Following Information; check to show compliance. Plans must be stamped with Landlord approval and submitted with application.**

**NOTE: Generic plans will not be accepted. Colored original illustrations of the actual signs (s) to be installed must be provided.**

**Attached Signs**

**Dimensioned building elevation indicating**

- \_\_\_\_\_ Position of the proposed sign in relation to the building
- \_\_\_\_\_ Linear feet of the building frontage (Single Occupants)  
Tenant frontage (Multi-tenant Complexes)
- \_\_\_\_\_ Height of the proposed sign on the building
- \_\_\_\_\_ All existing attached signage (Single Occupants) or occupant signage (Multi-tenant Complexes) to remain on building

**Dimensioned proposed sign plan indicating**

- \_\_\_\_\_ Display surface area of the sign (Height x Length in a tight envelope)
- \_\_\_\_\_ Sign material specifications
- \_\_\_\_\_ Sign Lighting specifications

**Dimensioned sign site plan indicating:**

- \_\_\_\_\_ Site Specific Location of the proposed sign
- \_\_\_\_\_ Building setbacks from the rights-of-way

**Ground or Freestanding wall signs**

**TN ONE CALL CONFIRMATION#:** \_\_\_\_\_ (Call #811 before you dig)

Date Utilities will be marked \_\_\_\_\_

**Dimensioned and scaled sign plan indicating**

- \_\_\_\_\_ Height
- \_\_\_\_\_ Display surface area of the sign (Height x Length in a tight envelope)
- \_\_\_\_\_ Foundation and structural framing members of the proposed sign
- \_\_\_\_\_ Sign material specifications
- \_\_\_\_\_ Sign Lighting specifications

**Dimensioned and scaled site plan indicating**

- \_\_\_\_\_ Linear measurement of Street frontage
- \_\_\_\_\_ Site specific location of the proposed sign
- \_\_\_\_\_ Building Setbacks from the rights-of-way
- \_\_\_\_\_ Utilities, Easements and power lines
- \_\_\_\_\_ Spacing from all existing ground signs to remain on lot.
- \_\_\_\_\_ If no site plan is available, a Certification of Sign Placement with site exhibit showing ROW, location of sign, utilities and easements.

**Field markings by applicant at time of application**

- \_\_\_\_\_ Leading edge of sign location marked by stake and white paint line
- \_\_\_\_\_ Utilities marked by Tennessee One-Call (811)
- \_\_\_\_\_ If required Certification of Sign Placement by Registered TN Engineer or Surveyor

**\*\*A location inspection will be performed at the time of application submittal.**

**\*\*It is the responsibility of the applicant to request a footing inspection and a final inspection.**

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

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

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

**City of Murfreesboro  
Building and Codes Department**

111 West Vine Street, Murfreesboro, TN 37133  
Phone: 615-893-3750 Fax: 615-217-3016

**FINAL INSPECTION DEPOSIT AGREEMENT**



Project Name: \_\_\_\_\_

**THIS AGREEMENT MUST BE SIGNED PRIOR TO THE ISSUANCE OF A SIGN PERMIT**

By signing this Agreement and by making the required deposit, the Applicant (and Depositor, if different) agrees that the project will be completed and a final inspection will be requested in accord with the terms and conditions of the Sign permit, as amended or extended. In the event that the terms and conditions contained in the Sign Permit are not completed/corrected/fulfilled within the time specified, the deposit will be forfeited. In addition, unless the Applicant can prove good cause to the Director, Building and Codes department, the Applicant will not be eligible for any other sign permits until the project as passed final inspection. Forfeiture of the deposit does not constitute authority to violate or to continue to violate or to set aside any provisions of the codes or ordinances of the City, and the City shall be entitled to enforce such codes or ordinances by any available means.

*It is the responsibility of those signing this Agreement to request all inspections when work is complete and all requirements have been satisfied.*

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Required Completion Date: \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Owner of Business:**

**Permit Applicant:**

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

SIGNATURE OF APPLICANT

PRINTED NAME

DATE

SIGNATURE OF DEPOSITOR, IF DIFFERENT

PRINTED NAME

DATE

**FOR OFFICE USE ONLY:**

REFUNDABLE DEPOSIT: \_\_\_\_\_ \$75.00 \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

COMPLETION APPROVAL DATE: \_\_\_\_\_

**THE AVENUE (PSO) ON-SITE PERMANENT SIGN APPLICATION (continued)**

**Project Address:** \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating construction or the performance of construction.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

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**FOR OFFICE USE ONLY**

*Staff Comments/Conditions:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zone District: \_\_\_\_\_

Approved: \_\_\_\_\_

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

Disapproved: \_\_\_\_\_

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

Reason:

**Incomplete/Not Accepted:** \_\_\_\_\_

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