

COMMERCIAL DESIGN ADVISORY TEAM (CDAT)

SCHEDULE OF APPLICATION DEADLINES AND MEETING DATES FOR 2015

<u>Application Deadline</u>	<u>Meeting Date</u>
1-2-2015	1-13
1-30	2-10
2-27	3-10
4-3	4-14
5-1	5-12
5-29	6-9
7-3	7-14
7-31	8-11
8-28	9-8
10-2	10-13
10-30	11-10
11-27	12-8

PLEASE NOTE: Applications and all required submittals must be received by the application deadline in order to be scheduled for review. Applications & submittals lacking required information will not be accepted or scheduled for review. Meetings located at BID Office at 1 Franklin Square. Applicant shall attend to answer any questions from CDAT committee.

REQUIRED SUBMITTALS (3 complete sets)

1. Completed and signed CDAT application.
2. Sign and building information including:
 - Color renditions of all proposed signage with dimensions.
 - A description of proposed signage with materials of construction and any proposed illumination. (*Internally Illuminated Signs Are Prohibited Without A Special Use Permit From The Zoning Board Of Appeals*).
 - A description of all existing signage on the building with dimensions.
 - A color rendering of the building showing all signage (proposed and existing). Each façade having signage should be shown and include the building's dimensions. If any signs project out from building please show the clearance from walk to bottom of hanging sign. Typically a picture of the building with the proposed signage superimposed on it will suffice.