



## Commercial Single Item Submittal Request Form

Please forward this completed form, supporting documentation and payment to the Sienna Associations offices at the address below or by email to [architecturalcontrol@clubsienna.com](mailto:architecturalcontrol@clubsienna.com). Requests will not be reviewed until all items requested are received. Typical review time for complete submittals is 5-7 business days.

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

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

Project (Shopping Center or Office Building Name and address) \_\_\_\_\_

Landlord / Property Owner Approval (Print Name) \_\_\_\_\_

Owner Email and Phone Number \_\_\_\_\_

Landlord / Property Owner Approval (Signature) \_\_\_\_\_

Square footage of building/suite \_\_\_\_\_

**Submittal type (check one):**

- Building Signage
- Tenant Signage
- Monument Signage
- Temporary Signage
- Special Event
- Modification to Exterior
- Other

Describe improvement/event: \_\_\_\_\_  
\_\_\_\_\_

Please refer to the written guidelines for the specific information needed, with the submittal including the following:

- Copy of the original Survey site plan showing the desired placement of the modification
- Specifications (architectural drawings, pictures, dimensions, brochures, etc)
- For building/monument signage, copy of DBA (Does Business As) from State or County
- Sample of materials to be used (window tint, fabric, paint chips, etc)

Tenant(Business Name) \_\_\_\_\_

Tenant Business Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Tenant Name(Printed) \_\_\_\_\_ Tenant Signature \_\_\_\_\_

**Fees: \$350.00 Signage Review Fee (unless otherwise stated by Association Staff)**  
**\$1,000.00 Building and Monument Signage Deposit(Refundable upon final inspection)**  
**\$1,000.00 Major Modification Review Fee ( Deposit may be required)**



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