



S24

SPECIFIC APPLICATION FORM -MASTER OR COMMON SIGNAGE PLAN

Section 3.8 (4) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ A completed Universal Application and checklist signed by the owner/s of the property.
- ☐ Payment of all other applicable fees (see Schedule of Fees).
- ☐ A completed Contractor Registration Form -(if not already registered with the city).
- ☐ Provide written consent of and name, address, and telephone number of the property owner.]
- ☐ For any Multi-tenant Center on which the owner proposes to erect one or more signs requiring a permit, the Owner will submit to the City Manager (or designee), a MSP containing the following:
 1. An accurate plot plan of the lot(s) at a minimum 1"=20' scale, or as approved by the City;
 2. The location of buildings, parking lots, driveways, landscaped areas on such lot and any other information as required by the City;
 3. Calculation of the maximum total sign area, the maximum area for individual signs, the maximum height of signs and the maximum number of freestanding signs allowed on the lot under Chapter 10;
 4. An accurate indication on the MSP of the proposed location of each present and future sign of any type, whether requiring a permit or not, except that incidental window signs need not be shown;
 5. An accurate depiction of the sign structure and materials, specifying standards for consistency among all signs on the lot(s) affected by the MSP with regard to color scheme, lettering or graphic style, lighting, location of each sign on the buildings, materials, and sign proportions; and,
 6. If the signage in the MSP meets all requirements of this Chapter, without deviation, then a 20% increase in the maximum sign area will be allowed for each sign.
- ☐ For two or more contiguous lots, include the following:
 1. Color scheme
 2. Lettering or graphic style
 3. Lighting
 4. Location of each sign on the building
 5. Material
 6. Sign Proportion