



Master Sign Program Approval Application & Submittal Requirements

Project Number:

Case Number:

Staff Coordinator:

- PA -

- MS -

Please check one of the following:

New Master Sign Program

Amendment to Existing Master Sign Program

Project Name: _____

Project Address: _____ Zip Code: _____

Current Zoning District: _____ Parcel Number(s): _____ Quarter Section: _____

Request: _____

Associated Case(s): _____

Owner: _____

Company: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

Applicant: _____

Company: _____

Phone: _____ Fax: _____

E-mail: _____

Address: _____

Submittal Requirements: Please submit three (3) copies of the materials requested below.

- Completed Application (this form)**
- Application Fee** (fees subject to change every July)
- Context Aerial and/or Site Location Map**
- Narrative** describing nature of request
- Property Owner Authorization Letter**
- Homeowners/Property Owners Association Approval Letter** (if applicable)
- Sign Criteria Regulations & Language**
- Color photographs of the site** - including all areas of change.

- Site Plan** indicating extent and location of signage, additions, buildings, and other structures; indicate dimensions of all freestanding signs.
- Floor Plan(s)** of existing building or buildings within a commercial center. The floor plan shall be dimensioned and clearly delineate each potential tenant space.
- Elevation Drawings** of all buildings with sign locations indicated.
- Other:** _____

Please Note: After staff review, it may be determined that this request requires approval by the Development Review Board through the public hearing process. Any fees paid shall apply toward the fee for this process. **If approved at staff level, this approval expires twelve (12) months from date of approval if a permit is required but has not been issued.**

SIGN HERE

Applicant Signature

Date

Official Use Only:

Submittal Date: _____

City Staff Signature: _____

Planning, Neighborhood and Transportation

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