



SUBMITTAL REQUIREMENTS MASTER SIGN PROGRAM

A Master Sign Program is a comprehensive signage scheme that provides a consistent visual theme for multi-tenant buildings or multiple business establishments located in a single development project. Such programs include standards for fonts, lighting, background, other elements of graphic design and placement. Master Sign Programs are required to ensure that adequate signage is provided to all prospective tenants within multi-tenant buildings.

Through a Master Sign Program, multi-tenant buildings may be granted exceptions to the general sign regulations, provided that the Master Sign Program is in substantial compliance with the general regulations.

The following materials are required for all Master Sign Program submittals:

(1) **Universal Planning Application (only one hard copy required)**

This application form must be signed and completed, including project information, property owner authorization, reimbursement agreement, consultant list, and hazardous waste and substances site identification. Please attach this submittal requirements checklist to the Universal Application.

(2) **Project Plans, 11" by 17"**

The following plans must be included in the submitted plan set:

- Vicinity map showing a one-half mile radius of the site.
- A sign summary table, listing for each sign: length, width, total square footage, materials, letter style of sign copy, color(s), method of illumination, and method used for structural support or attachment.
- Accurately dimensioned site plan showing the location of all existing buildings, parking areas, driveways and adjacent streets, with the locations of all signs indicated on the site plan. The site plan must also include any proposed landscape planters containing signs. The site plan must label the setback distances from nearby property lines to any new freestanding sign.
- Elevations showing the location, size, and spacing of any signs proposed to be on buildings.
- For all signs, provide a color rendering, drawn to scale, showing dimensions of sign copy, colors, materials, method of illumination and method of attachment. For freestanding signs, show all sides of sign.

(3) **Concept Statement**

The applicant must submit two copies of a letter describing site conditions, building uses, sign design concept, sign types, materials, dimensions and areas, and sign design criteria (if any).

Please submit two (2) hard copies and (1) electronic PDF copy of all required materials, unless otherwise stated above. For instructions on PDF submittals, please refer to the Universal Application.

This Submittal Requirements Checklist is part of your application. This Checklist shall be signed and submitted with all the required application materials as described above. An application is considered to be incomplete if any of the items on this Checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.

Project Applicant Signature

Date