



# MASTER SIGNAGE PROGRAM APPLICATION

The Town's Sign Ordinance requires a master sign program be submitted to the Town for developments containing more than one suite, building, or tenant. Within a development the coordination of styles and colors shall be utilized to insure continuity. A master sign plan shall be approved prior to the issuance of any sign permits within a multitenant property. Please refer to Division 9000 of the UDO or consult with Planning Staff before submitting this application to verify what types of signs are allowed based on the property's zoning.

**Review Fee:** \$150, \$50 for amendment

**Technology Fee:** 10% of review fee

## Submittal Requirements

- Completed Application Form
- Building elevations showing designated sign area and suite façade dimensions
- Drawings or examples of allowed sign types
- Fees associated with the review
- \*\*A TECHNOLOGY FEE, 10% OF REVIEW FEE, WILL BE APPLIED TO THE TOTAL FEE.**

## General Information *(Required)*

Name of Business Center \_\_\_\_\_

Street Address *(please include the range of suite numbers)*

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Name of Property Owner/Mngt.Co. \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I. SIGN TYPE** (for example, cabinet style, channel letters on a raceway, pan signs, etc.) What type of sign will be allowed for this center?

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*(Use additional sheets if necessary to provide the information below.)*

1. Maximum letter height: \_\_\_\_\_

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2. Allowed colors: \_\_\_\_\_

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3. Materials and facing: \_\_\_\_\_

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4. Font style (if desired): \_\_\_\_\_

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5. Illumination (*internal, external, or none?*):

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6. Maximum Number of Signs allowed per tenant (*including corner suites*):

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*(Maximum Sign area not to exceed 10% of any given wall per UDO section 9140.040)*

**II. PROHIBITED SIGNS**

List any and all types of signs you would specifically like to exclude from being used or allowed in this center:

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**III. MULTITENANT MONUMENT SIGN**

- A. One freestanding sign per street frontage is allowed for multitenant centers per UDO section 990.080 B. Additionally, each outparcel within a center is allowed its own monument sign as well. Please refer to Chapter 990 of the UDO for details on freestanding sign requirements and banner displays within monument signs. Please describe any provisions for the shared use of a multitenant sign, if one will be provided:

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For Office Use Only:
Received by: _____ Date: _____ Project # _____
Notes: _____
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