



PLANNING AND ZONING COMMISSION (PZC)
BRIDGE STREET DISTRICT MASTER SIGN PLAN CHECKLIST

Purpose: The Master Sign Plan (MSP) defines the scope, character, and aesthetic quality of signs and sign regulations for a tenant or building, allowing flexibility and creativity. MSPs are reviewed for consistency with the approved FDP, Community Plan, Bridge Street District Special Area Plan, Bridge Street District Code and Sign Design Guidelines, and other adopted plans, policies, regulations, and the review criteria, per Section 153.066(L) of the Bridge Street District Code. MSPs may be submitted in conjunction with an FDP. Feedback from the PZC will be binding. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents will consist of multiple pages as outlined below, in the Code, and at your staff meeting. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Describe the proposal, including the type/s of sign/s requested.
- State how the plan deviates from the code requirement, and describe aspects of creativity that make the MSP compelling.
- State how the MSP relates to the Dublin Community Plan, the Bridge Street District Code and Sign Guidelines, and any other applicable standards.

IV. Scaled Plans and Drawings

Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

Vicinity Map

- Provide general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.

Existing Conditions Plan

- Note existing zoning district, jurisdictional boundaries if applicable, and general location of adjacent streets.
- Depict site boundaries, including property lines, dimensions, and total acreage.
- Show adjacent parcels, including building footprints and access points.
- Depict existing easements, public/private utility systems, public improvements, and permanent facilities.

Sign Details

- Ground-mounted signs
 - Use a previously-approved FDP as a base map, if applicable; highlight sign locations.
 - Indicate the proposed sign location/s for ground signs, including dimensions from property lines.
 - Include locations, dimensions, total area, height, colors, and materials.
 - Provide landscape plan.

- Building-mounted signs
 - Use a previously-approved FDP as a base map, if applicable; show building elevations with key plan.
 - Show proposed sign location, height (sign measured to the top of the sign and mounting hardware), and dimensions. If over a public right-of-way, show height to sign from ground.
 - Depict mounting brackets including materials, colors, and finishes.

- Window-mounted signs
 - Use a previously-approved FDP as a base map, if applicable; provide photos of proposed locations, shown on entire building elevation.
 - Provide graphic depiction of sign located within window.

- All types
 - Provide all proposed lighting information, including fixture and bulb specifications, and mounting configuration, if applicable.
 - Provide graphic depictions of all proposed signs including all materials, colors, lighting, and any other details.
 - Show day and night (with lighting) mock-up.