

MASTER SIGN PLAN CHECKLIST

The purpose of the Master Sign Plan (MSP) is to define the scope, character, and aesthetic quality of signs and sign regulations for an individual tenant, multi-tenant building, or multi-building development, while allowing an additional degree of flexibility and creativity in sign design and display.

I. APPLICATION REQUIREMENTS

General Application Documents

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Notarized application form |
| <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | Legal description and/or property survey |
| <input type="checkbox"/> | Development statement (including overview of the proposed development, key elements, and all applicable design guidelines) |

II. PLANS & MAPS: All plans shall be labeled and include the name of the development, developer, plan scale, plan date, date(s) of revisions, location key map, and north arrow on each page. Paper and electronic plans are required for submission. Plans shall include the following information, unless otherwise waived by the Director for items determined to be unnecessary to the application.

General Information

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Existing conditions site plan (drawn to scale, including rights-of-way, vehicular and pedestrian access points, all known easements, utilities, buildings and structures, pavement, topographical features, vegetation, bodies of water, and any other relevant existing site features). |
| <input type="checkbox"/> | Proposed sign plan including sign standards and plans (dimensions, total area, height, colors, materials). |
| <input type="checkbox"/> | Approved site plan and building elevations with key plan (if applicable). |
| <input type="checkbox"/> | Proposed site plan and building elevations with key plan showing proposed sign location. |

Other (As Applicable)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Proposed material samples and proposed color swatches |
| <input type="checkbox"/> | Landscape plan |



§153.066(K)(4) - MASTER SIGN PLAN (MSP) REVIEW CRITERIA

- (a) The MSP is consistent with the Community Plan, BSD Special Area Plan, BSD Design Guidelines, and other adopted City plans and policies;
- (b) The proposed signs are appropriately sited and scaled to create a cohesive character that complements the surrounding environment and meets the intent of the architectural requirements of §153.062 Building Types;
- (c) The proposed signs are not in conflict with public streets, open spaces, utilities, or rights-of-way, and do not impede the continued provision of services required by the City or other public agency; and
- (d) The MSP responds to the requirements of §153.063 Neighborhood Standards, as applicable.

