



New Master Sign Program (MSP) or MSP Amendment Submittal Requirements

Processing time is typically two (2) to four (4) weeks, if submittal is complete.

Sign Programs are reviewed and approved administratively at staff level.

- A)** One (1) copy of the completed application form, with approved addressing (if no addressing assigned yet, provide parcel numbers) and all required signatures.
- B)** The required processing fee (see fee schedule).
- C)** One (1) hard copy and one (1) digital copy with a detailed description of sign criteria requested: Drawings must be in color, on substantial paper, no smaller than 8.5" X 11" and no larger than 11" X 17", and must be of sufficient clarity to indicate nature and extent of work to be done.

1. Landlords General Criteria

- Purpose and intent
- Approval and permit procedures
- Prohibited signs
- Temporary signs
- Sign Construction (returns, trimcaps, mounting, illumination, etc.)
- Maintenance

2. Graphic Sign Plan

- Tenant type (major tenant, in Line tenants, single occupant pad tenant, end cap units, etc.)
- Type of sign (channel letter, cabinet, projecting, canopy, under canopy, directional, door and window vinyl, monument, directory, etc.)
- Content (tenant identification or graphic element)
- Dimensions of sign(s), maximum height (maximum height for 1 line or 2 line) maximum width, maximum area.
- Quantity
- Materials
- Permitted Colors
- Type of Illumination
- Letter style
- Mounting requirements (flush or raceway)

3. Site Plan, best described as "birds-eye" view of the site, drawn to scale indicating:

- Scale
- Dimensioned Property lines
- Footprint of all Buildings and structures onsite
- Identify parking areas, driveways (entrances), and sidewalks
- Show all applicable zoning setbacks, visibility triangle and easements
- Location of existing trees and significant landscaping
- Location of proposed and existing detached (monument, pylon) signs
- Building and street dimensions
- Building and property entrances
- Location of adjacent buildings, if applicable
- Project name
- Elevation at base of sign and adjacent street elevation (freestanding signs only)
- North arrow (orient all sheets in the same direction)

4. Building Elevation Plan drawn to scale (wall signs only) indicating:

- Location of proposed and existing attached signs
- Building materials and color
- Orientation of elevation(i.e. east, west)