COORDINATED SIGN PLAN CHECK LIST

Reviewed and approved by Community Development staff
Fee: $125.00

A CSP shall include the design, color, size, height, lighting and location as well as landscape plans for the 15% bonus incentive.

The coordinated sign plan shall be for the use of commercial center only or thre or more properties lots parcels as a center with planned signage.

A CSP may be submitted that permits consideration of unique conditions, flexibility and creativity. The application of such plan may permit additional signs and or sign area b ased on the applicant's demonstration of unique characteristics of design, building and or site and appropriate landscaping associated with the freestanding signs. A 15% bonus incentive can be administratively given without variance approvals for such creative design enhancements.

CHECKLIST:

- Pre-application meeting – discuss boundaries (properties included in CSP), current code allocations, proposed signage and frontage calculations. Determine if there are issues for variances that should be included into the CSP. Discuss potential of bonus for design enhancements. All non conforming signs need to be removed once a CSP has been established.
- General Information Application
- CSP application
- Separate letterhead document Project Statement with CSP requests, all parcels, addresses and suite numbers to be included into the CSP. Approval signatures from all property ownerships included in the CSP.
- Full scale Development Plan / Site plan of all boundaries with proposed locations of all signs.
- 11 x 17 scaled site plan of the above mentioned
- All confirmation documentation or emails of signatures for all property owners if more than one
- Any additional site information documents such as revocable permits or easement encroachment licenses
- 11 x 17 proposed designs of all signage included in CSP
- $125.00 Payment.

Approximate review and processing time: 1 to 2 weeks after application submittal has been received.