



MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR A MASTER SIGNAGE PLAN

An application for Master Signage Plan approval must contain the following information:

- A plot plan of the development site at a scale determined by the Director.
- Location of buildings, parking lots, driveways, and landscaped areas on the development site.
- Computation of the maximum area for all signs, the height of signs and the number of freestanding signs allowed on the development site(s) included in the plan. For properties with multiple tenants or multiple occupants entitled to signs, a formula or program for allocating the permitted signage among the eligible tenants or users, consistent with the following principles:
 - The total number of building signs shall not exceed the total number of public entrances to the building plus two;
 - The total area of all signs shall not exceed the limit established under §407.30;
 - The allocation of the number and area of building signs among multiple tenants shall be made as shown on the Master Sign Plan and must be proportional to one of the following or a combination thereof:
 - The number of public entrances to space leased to or controlled by each tenant or occupant;
 - The linear feet of frontage of the space leased to or controlled by each tenant or occupant along the wall(s) containing public entrances; and/or
 - The façade area of the building elevation(s) containing the public entrances to the spaces leased to or controlled by each tenant or occupant.
 - In allocating the number and area of building signs among multiple tenants, the allocation shall be consistent with:
 - Maintaining proportionality between signs and the elevation of the building on which the signs appear;
 - Maintaining consistency of vertical placement of the sign on similar sections of building elevation; and
 - Maintaining a reasonable consistency and proportionality between signs located on similar sections of building elevation.
- A general indication on the plot plan of the proposed location of each present and future freestanding sign requiring a permit.
- A schematic drawing of all proposed freestanding signs showing the design consistent with its respective site and building architecture.
- A schematic drawing showing generally how and where building signs requiring a permit will be placed on building facades.
- The Master Signage Plan must be signed by all owners or their authorized agents in a form as required by the Director.

**If the application for a Master Signage Plan is submitted simultaneously with an application for Development Plan Approval or if there is an approved Development Plan for the area for which the application for a Master Signage Plan is filed, the Master Signage Plan may refer to portions of the Development Plan application or approved Development Plan for related requirements.*