

**MASTER SIGN PROGRAM
MURALS & SIGN EXCEPTIONS**



SUPPLEMENTAL APPLICATION INFORMATION

Application Request: _____

Property Address or Location: _____

SUPPLEMENTAL CHECKLIST

The following includes items required for a complete application. Some specific types of information may not apply to your project. If you are unsure, check with Planning Division Staff. A copy of this list will be returned to you if your application is determined to be incomplete.

A. Application Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- 15 copies of the site plan and all other applicable plans/information.
- One materials sample board (if applicable).
- If a sign exemption is being requested, list the reasons for the exemption.
- The appropriate non-refundable filing fee.

B. Site Plan:

- SITE PLAN; An 8 1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:
- Location of existing and proposed signs on site.
- Provide square footage and type of each sign and total square footage for all signs.
- For more than one sign, please give each sign a number starting with the number 1.
- For suspended or projecting signs please note distance from sidewalk to bottom of sign.

- For wall signs add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
- For monument, shopping center, or other freestanding signs show sight distance from driveways and intersection corners.

C. Sign Illustrations:

- Color drawing of each proposed sign including:
- Number each sign corresponding to number shown on the site plan.
- Message on sign including; typeface, font, and design details.
- Dimensions in feet and total square footage area of proposed sign.
- Overall height of all monument and freestanding signs.

D. Murals: A mural placed on a wall of a structure may be allowed in any commercial, industrial, and other non-residential zone subject to the following requirements. All murals shall be subject to the review and recommendation by the Development Review Committee (DRC) and approval by the Commission.

- A mural without text visible from the public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by the Development Code; a mural with text shall comply with the sign area limitations applicable to the site.
- Murals that illustrate the local setting, history, or cultural significance as sources of inspiration are encouraged.
- The approval of a mural shall require that the review authority first find that the colors, placement, and size of the mural are visually compatible with the structure's architecture, and that the mural will serve to enhance the aesthetics of the City.

E. Mounting Details:

- Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:
- Description of material used in construction of sign.
- Thickness and approximate weight of sign for suspended or projecting signs.
- Means of exterior or interior lighting including shielding, type, and size of lamps (if applicable).
- For suspended signs provide details of anti-sway devices.