

Permit #
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## MASTER SIGN PLAN (MSP) APPLICATION

**A. Applicant Information:**

Name of Development: \_\_\_\_\_  
 Physical Address/Legal Description of Development: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Owner: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Site Information:**

Total linear feet of building(s) frontage on site: \_\_\_\_\_  
 Total allowable sign area for site: \_\_\_\_\_  
 Type of illumination permitted for ALL tenants:  External  Internal  None  
 Will a detached site identification sign be placed at this location?  Yes  No  
 Dimensions: \_\_\_\_\_ Square footage: \_\_\_\_\_ Height above grade: \_\_\_\_\_ Illumination: \_\_\_\_\_

**C. Tenant Information:**

Unit # or address	Current Tenant	Linear tenant space frontage	Allowable sign area	Permit on file?

The following items **MUST** be submitted along with this **Master Sign Plan** application:

1. **Site Plan** – drawn to scale showing location of all tenant spaces within development.
2. **Elevation Drawing** - drawn to scale showing all tenant frontages within development.
3. Type and specifications of proposed lighting.
4. Proof of ownership of site or letter of permission from property owner.
5. Fees as required.

***Please note:*** It is the responsibility of the property owner/manager to inform each tenant of: (1) the tenant’s responsibility to obtain an individual sign permit for any sign located over their tenant space, (2) the tenant’s allowable sign area and (3) the tenant’s allowable lighting type *prior to any sign installation for that tenant space.*

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Signature of Applicant Date

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Approved by Date