

# Master Sign Program

- Submit
- Application
  - Fees: \$960 (Master Sign Program)
  - Deposit: \$2,000 (City Architect Review)
  - 5 full sets of plans at 11" by 17"
  - 3 sets of catalog cut sheets (if applicable)
  - 1 PDF set of plans

Staff assigns case number and routes plans to Building, Planning, and City Architect

Staff reviews application for completeness and mails comments Up to 30 days

Incomplete

Complete

Applicant resubmits revised plans

- Applicant is to submit:
- 7 sets of complete plans at 11" by 17"
  - 4 sets of catalog cut sheets (if applicable)
  - 1 digital set of complete plans

Staff schedules application for tentative date for Design Review Commission meeting. Regular Design Review Commission meetings are held every fourth Monday of each month

Staff prepares staff report with conditions of approval for public hearing and makes available to the public 5 calendar days before Design Review Commission meeting

Master Sign Program is presented to Design Review Commission

Continued

Approved

Denied

Applicant submits revised plans

Approval letter and final conditions of approval are mailed to the applicant. Applicant and property owner shall sign and submit affidavit accepting conditions of approval within 5 calendar days

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115 (\$565 for appeal, \$150 for posting, \$400 for advertising)