



# Coordinated Sign Plan Application (CSP)

CSP Project Name:  Date:

CSP Main Address

**REVIEW CRITERIA:** Owners or developers of property that desire signage that varies from the requirements of the sign code or owners that would like unified commercial center signage may apply for approval of a Coordinated Sign Plan (CSP) for the entire site. This plan will be reviewed and approved by land use review staff and may be referred to Planning Commission for approval. A CSP shall include the design, color, size, height, lighting, location, number and construction type of all signs in the area proposed for the CSP. Each CSP shall be subject to review and approval as required.

The CSP shall be for the use of commercial centers only or three or more properties/lots together as a center with unified 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 based on the applicant's demonstration of unique characteristics of the design, building, and/or site and appropriate landscaping associated with the freestanding signs. The CSP bonus incentive for the commercial center shall not exceed fifteen percent (15%) of the standards, in Section 7.4.409 without the approval of a non-use variance. This may be applied to any sign standard and applied to multiple sign standards. Once a CSP has been approved subsequent sign permits shall be approved administratively when the proposed sign is in compliance with the approved CSP.

The CSP can be submitted as an additional page of the development plan packet, as an amended page to an existing development plan, or stand alone as a retrofit of existing commercial signage

**CSP CONTENT REQUIREMENTS OF A NEW SITE:** When the CSP is submitted as part of a development plan for a new commercial site, the CSP must include the following information on the plan sheet.

Applicant	Planner
<input type="checkbox"/> All addresses associated with the CSP	<input type="checkbox"/>
<input type="checkbox"/> All Tax Schedule Numbers associated with the CSP	<input type="checkbox"/>
<input type="checkbox"/> Maximum sign allocation per Code (Section 7.4.409)	<input type="checkbox"/>
<input type="checkbox"/> Illustrate two frontages chosen for allocation and length of total frontage as the basis for the allocation (Section 7.4.409(B)(2))	<input type="checkbox"/>
<input type="checkbox"/> Explanation of proposed signage including square footage, height and proposed sign types	<input type="checkbox"/>
<input type="checkbox"/> Justification for any requested bonus incentive	<input type="checkbox"/>
<input type="checkbox"/> Unique design components include landscaping, site architecture/design, building and sign architecture coordination	<input type="checkbox"/>
<input type="checkbox"/> Additional landscaping as required for sign bonus shall be depicted on the overall landscape plan	<input type="checkbox"/>
<input type="checkbox"/> Architectural elevations for each freestanding sign type (Users do not need to be specified)	<input type="checkbox"/>
<input type="checkbox"/> CSP Boundary area shown graphically and a legal description	<input type="checkbox"/>
<input type="checkbox"/> All ground sign locations (Freestanding, monument, directory and directional)	<input type="checkbox"/>

**CSP CONTENT REQUIREMENTS FOR AN EXISTING SITE:** When the CSP is submitted as part of a retrofit for an existing commercial center the plan must include all of the elements for the new site listed above along with the following information on the plan sheet.

Applicant	Planner
<input type="checkbox"/> Identify how existing sign allocation was calculated	<input type="checkbox"/>
<input type="checkbox"/> Identify current legally permitted signage on-site	<input type="checkbox"/>
<input type="checkbox"/> Location	<input type="checkbox"/>
<input type="checkbox"/> Total Allocations	<input type="checkbox"/>
<input type="checkbox"/> Existing Sign Types	<input type="checkbox"/>
<input type="checkbox"/> Outline of proposed changes	<input type="checkbox"/>