

# MASTER SIGN PLAN

## APPLICATION SUBMITTAL

the planning department will only accept applications that meet all submittal requirements

1

## PLANNER ASSIGNMENT

applications submitted on monday by 5 pm will be assigned to a planner on tuesday at 9 am

2

## COMPLETE APPLICATION

application is given a cursory review by the project planner to check all requirements - comments and anticipated schedule are sent to the applicant within seventy-two hours from when the application was assigned

3

## DEVELOPMENT REVIEW MEETING

development review meetings occur ever second and fourth wednesday of the month - if the application is deemed complete the project planner, on behalf of the applicant, will meet with representatives of local utility companies, building department, legal department, and engineering department to discuss the anticipated impacts of all the proposed application

4

## APPLICANT INFORMATION

following development review meeting it may be necessary for the applicant to provide additional materials and information to the planning department before the project can proceed

5

## STAFF ANALYSIS

the project planner will review the information submitted and a determination of compliance of the sign code will be made

6

## FINAL ACTION

the planner will issue an action letter approving or denying the master sign plan - any final decision of the planning department may be appealed within ten calendar days of final action per the land management code

7

\*NOTE\* a master sign plan does not override the necessity of individual tenants to submit a sign plan