

For office use only:

Method of Payment: CASH \_\_\_\_ CHECK \_\_\_\_ CREDIT CARD \_\_\_\_ Amount: \$\_\_\_\_ P&Z HTE# \_\_\_\_\_

## MASTER SIGN PLAN APPLICATION

**General Information:** Submit application to Inspections and Permits Division. Application will be forwarded to the Planning Department for review and approval. Include a vicinity map showing proposed sign locations and proposed drawings.

*Check one of the following:*

- New Sign Plan (Residential); New MSP # \_\_\_\_\_ **\$100.00**
- New Sign Plan (Non-residential); New Plan # \_\_\_\_\_ **\$100.00**
- Minor Modification (25% or less) to Existing Plan # \_\_\_\_\_ **\$ 50.00**

**Project Name:** \_\_\_\_\_

**Site Address or Location:** \_\_\_\_\_

**Real ID #** \_\_\_\_\_

Application Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

*(Letters of authorization may be attached)*

**Approval Requirements:** The master sign plan will not be approved unless the following requirements are met:

- 1) The plan provides that signs of a similar type and function within the development will have a consistent color scheme and material construction; and

- 2) The plan provides for signs that meet the size limitations, location requirements and other applicable requirements of the current Town of Cary Sign Ordinance.

**Amendment Procedures:** Once a Master Sign Plan has been approved, amendments may be made by filing a new master plan with the Planning Director.

The application must be filed only by the owner of the land affected by the proposed change or by an agent lessee or contract purchaser specifically authorized by the owner to file such application. Before filing the application, all land owners affected by the proposed change must give written authorization

**Special Note for Materials & Colors:** To Ensure Consistency for future sign installation, specifications for materials and colors shall be provided. For example, Colors should be indicated as Red, Sherwin Williams #1311” and provide the closest equivalent Pantone Matching System (PMS) reference number. Generic references to colors and materials are not acceptable

**Site Plan:** Provide a site plan showing the location of principal ground signs and directional signs. Ensure that sight triangles are accurately shown. Show the location of directory signs if applicable. Provide a scale drawing of attached wall signs showing their location and relationship to building façades rooflines and overhangs

Complete the Following Sign Criteria:

**Indicated type of Project:**

- Residential Subdivision    Non Residential Subdivision    Multifamily Development
- Planned Development District    Multi-Building Development (i.e. Shopping Center)
- Multi- Occupant building    Other; specify: \_\_\_\_\_

<b>General Provisions of Master Sign Plan for this project</b>	
	(Example: Indicate if Landlord’s approval is required for sign permit approval; specify the font style if limited; or list the PMS numbers of approved colors for the project)

**Note: Real Estate Signs** (for multi-family and non-residential multi-occupant projects), if incorporated as part of principal ground sign, may add up to four (4) pieces of information. If a free-standing real estate sign is used, it must be composed of the same material and colors as the principal ground sign and must be placed a minimum of 30 feet from the public right-of way

<b>Ground Signs - Project Identification (Entry Monument for Subdivision)</b>	
Quantity:	

<b>Ground Signs - Project Identification (Entry Monument for Subdivision)</b>	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

<b>Principal Ground Signs – For Individual Parcel</b>	
Quantity:	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

<b>Ground Signs - Other (i.e. tenant directory signs)</b>	
Quantity:	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

<b>Wall Signs (Specify building type, for example: for Anchor Tenant , Single Tenant Buildings, Recreation Center, etc.)</b>	
Quantity:	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

<b>Wall Signs Other Tenant Type(s)</b>	
Quantity:	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

<b>Wall Signs – Out-parcel</b>	
Quantity:	
Location:	
Materials:	
Size:	
Colors:	
Illumination:	
Other:	

**Note: Street signs are not governed by Master Sign Plans and must be approved by the Town of Cary Engineering Department.**

Updated: July 2011