

MASTER SIGN PLAN DISCRETIONARY PERMIT APPLICATION CHECKLIST

As required by WDB 6.4.3, this checklist must accompany applications for master sign plans. The applicant must initial each box, indicating the required information has been provided. The Administrator must then confirm that the application is complete or return this checklist to the applicant indicating what information remains to be provided.

Applicant	Administrator	
<input type="checkbox"/>	<input type="checkbox"/>	I have met with the planning staff to complete a pre-filing conference.
Applicant	Administrator	Applications for master sign plans must include:
<input type="checkbox"/>	<input type="checkbox"/>	a cover letter containing a brief project narrative addressing both proposed and existing signs;
<input type="checkbox"/>	<input type="checkbox"/>	the completed and signed discretionary permit application form;
<input type="checkbox"/>	<input type="checkbox"/>	a site plan showing at a minimum: the site location, property boundaries, all buildings, access drives, and parking areas, and the location of all existing and proposed signs on the property.
<input type="checkbox"/>	<input type="checkbox"/>	elevation drawings or photographs of each façade of each building on the site. Locations of all existing and proposed wall, window, projecting, temporary, awning and other signs must be shown to scale on the elevation drawings or photographs.
<input type="checkbox"/>	<input type="checkbox"/>	on each sheet: a date, graphic and written scales, a north arrow, the tax parcel number, a name for the proposed master sign plan that will be used consistently throughout the review process, and a sheet number;
<input type="checkbox"/>	<input type="checkbox"/>	the boundaries of the development site.
<input type="checkbox"/>	<input type="checkbox"/>	the tax parcel number and owner's name for all abutting properties shall be shown on the site plan;
<input type="checkbox"/>	<input type="checkbox"/>	still photos documenting existing site conditions including all signs currently installed on the site and future sign locations;
<input type="checkbox"/>	<input type="checkbox"/>	clear vision triangles providing adequate sight distances shall be shown at all intersections with public roads;

a calculation of theoretical maximum amount of signage on the site: The total area of the street-facing façade of the building(s) on the site is _____ square feet. (for multiple buildings, use one façade per building). 8% of that amount is: _____ square feet, which is the theoretical maximum amount of signage allowed on the site. The total amount of signage (existing and proposed) on the site is _____ square feet.

a table of all proposed and existing signs on the site, (see example attached) keyed to the sign locations on the site and elevation plans, showing the size of each sign, and identifying whether each sign is existing or proposed;

a landscaping plan for the bases of all existing and proposed freestanding signs including the location and specifications of all proposed landscaping and vegetation to be retained and protected during construction;

the location and specifications of all existing and proposed sign lighting. Halo-lit signs and signs lit with downward-facing, fully-shielded fixtures are allowed. Internal illumination, LED reader boards, and signs with upward-facing illumination are not allowed.

if there are required private improvements such as landscaping (required at the base of all freestanding signs), a draft development agreement that meets the requirements of Chapter 7 of the *Williston Development Bylaw*;

a complete list of all abutting property owners, with their mailing address and tax parcel number;

one complete set of business size (#10) envelopes stamped (we prefer the "forever stamp") and addressed to each abutting property owner, the applicant, the applicant's representative, and the design team leader (if any). DO NOT include return address;

Four (4) 24 X 36 copies of the plans; one (1) copy of this checklist; and twelve (12) 11 X 17 copies of the plans and all accompanying materials including the project narrative and application form, in sets with an index on the cover sheet of each set

payment of \$350 provided to the Planning Office, made out to the Town of Williston

Application Accepted as Complete: _____ Date _____