

**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**

           I have met with the planning staff to complete a pre-filing conference.

**Applicant      Administrator**      Applications for master sign plans must include:

           a cover letter containing a brief project narrative addressing both proposed and existing signs;

           the completed and signed discretionary permit application form;

           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.

           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.

           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;

           the boundaries of the development site.

           the tax parcel number and owner’s name for all abutting properties shall be shown on the site plan;

           still photos documenting existing site conditions including all signs currently installed on the site and future sign locations;

           clear vision triangles providing adequate sight distances shall be shown at all intersections with public roads;

           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 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. total amount of signage (existing and proposed) on the site is \_\_\_\_\_ square feet.

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 a draft development agreement that meets the requirements of Chapter 7 of the *Williston Development Bylaw*;

Other materials requested by the planning and zoning office:

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One complete set of business size (#10) self-seal envelopes stamped (please use a "forever" stamp") and addressed to each abutting property owner, the applicant, the applicant's representative/consultant. DO NOT include return address

One (1) copy of this checklist; and ten (10) collated sets that include: the project narrative letter, 11"x17" plan set (legible at 11"x17"), and all accompanying materials;

Digital submission: narrative letter, master sign plan set, and accompanying materials as reduced PDFs emailed to the planning technician at time of submittal

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

Application Accepted as Complete: \_\_\_\_\_ Date \_\_\_\_\_