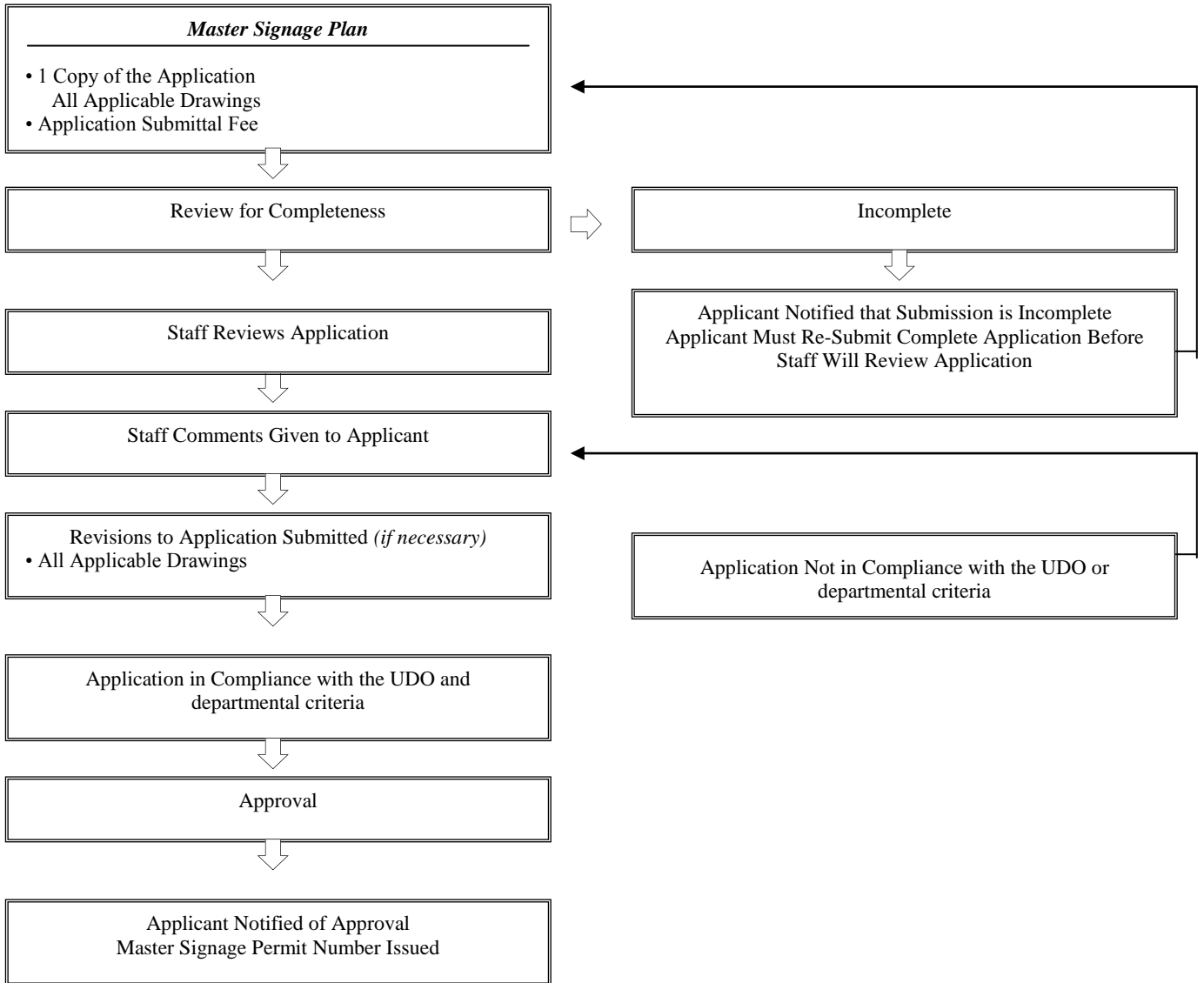


MASTER SIGNAGE PLAN PROCESS



MASTER SIGNAGE PLAN APPLICATION

Application Date: _____ Permit Number (issued by staff): _____

FEE: \$100.00

A Master Signage Plan is required when more than one use or business is located on a lot. A Master Signage Plan should provide for consistency among signs on the premises with regard to location of a freestanding sign(s), location of each sign on the buildings, size, color scheme, lettering or graphic style and lighting. The master signage plan must be approved by the Planning Department prior to the issuance of any sign permits on the lot(s).

Contact Name: _____

Contact Address: _____

Contact Telephone: () _____ Fax: () _____

Sign Owner Name (if different than above): _____

Sign Owner Address: _____

Sign Owner Telephone: () _____ Fax: () _____

Street Address of Proposed Sign(s): _____

All sign permit applications must be completely filled out, contain supporting paperwork and signed prior to Town review. Required information for the Master Signage Plan is listed below.

- _____ Specific location of property
- _____ Specific colors for: anchor, tenants, etc. A maximum of 4 colors are allowed (e.g. white & black, plus 2 other colors)
- _____ Font size which will be allowed, including minimum and maximum size
- _____ Font type (or letter style), with an example of the font
- _____ Sign size, the minimum and maximum allowed in square feet (if applicable)
- _____ Letter depth (cannot exceed 12 inches from wall)
- _____ Materials used
- _____ Illuminated or non-illuminated
- _____ Trademarks and logos (Are they allowed? If so which ones?)
- _____ Attachment to the building
- _____ Number of signs for each tenant (if more than one wall)
- _____ Include information about ground signs (if applicable)
- _____ Any other information that the applicant and/or Town of Apex feel is appropriate

Applicant Signature

Staff Approval

Approval Date (Staff)