



MASTER SIGN PROGRAM PERMIT APPLICATION
(Municipal Code Section 17.48)

Prior to submittal of all sign permit applications an appointment must be made with the Planning Division.

GENERAL INFORMATION

Multi-Tenant Center Name: _____
Applicant Name: _____ Applicant Phone: _____
Mailing Address: _____ Applicant E-Mail: _____
Property Owner Name: _____ Applicant Fax: _____
Property Owner Mailing Address: _____

PROPERTY INFORMATION

Site Address: _____ Assessors Parcel No.: _____
Building Frontage¹: _____ No. of Tenant Spaces²: _____

SIGN INFORMATION

Total Number of Signs: _____ Total Area of Signs: _____

Types of Signs (Check all that apply):

Awning Sign Electronic Message Sign Halo Lit Sign Hanging Sign

Monument Sign Neon Sign Projecting Sign Wall Sign

Window Sign Other (Describe): _____

Sign Materials: _____ Sign Colors: _____

Sign Lighting: External/Down-directed None Halo Electronic Message

APPLICATION ATTACHMENTS

The applicant shall attach the following to this application form:

Proposed Master Sign Program text (Please contact Town staff for a Master Sign Program template).

An accurate drawing(s) or other accurate representation(s) to scale of each building face showing the locations where signs are proposed to be displayed and proposed sign dimensions.

¹ Building frontage is the width of a building that fronts on a public street or faces a plaza, courtyard, pedestrian corridor or walkway, parking lot, or alley, where customer access to the building is available; includes secondary building frontage that may not include a customer access point to the business. Width is measured as the widest point on an architectural elevation.

² Master Sign Programs are required for sites with four or more businesses or tenant spaces.

- A site plan shall be provided for proposed monument sign locations.
- If an exception to the Sign Ordinance is being proposed, information explaining why the exception is warranted and how the exception is consistent with the purpose and intent of the Sign Ordinance.

CERTIFICATION

I, the applicant, hereby certify that all information contained herein is true and accurate and shall hereby acknowledge that I have read this application and I will comply with all Town of Mammoth Lakes ordinances and conditions of approval relative to this permit.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

MASTER SIGN PROGRAM REVIEW PROCESS

1. Intake/ Routing: When submitting a Master Sign Program (MSP) application, Community and Economic Development Department Staff will follow the intake procedure to ensure the application is acceptable for submittal.
2. Completeness Review: The Project Planner reviews the material submitted with the application request to determine if all the required information has been provided. The Project Planner informs the applicant that the application submitted is complete. If deemed "incomplete," the Project Planner prepares a letter to the applicant requesting the additional information required to complete the application submittal. Staff will not review or analyze the application until it is deemed complete.
3. Planning Commission Review: Once an application is deemed complete, a meeting will be scheduled for Planning and Economic Development Commission (PEDC) consideration of the MSP. Prior to the PEDC meeting, the Project Planner will evaluate the proposed MSP and identify any issues and/or concerns that should be directed to the Commission's attention. The Project Planner may discuss the MSP with the PEDC Sign Committee ahead of the PEDC meeting.
4. Determination: The PEDC will approve or deny the MSP depending on whether it is consistent with the Sign Ordinance and Design Guidelines.

A MSP typically takes approximately 4-6 weeks to process, not including applicant response times.

| TOWN USE ONLY | | |
|-------------------------------------------------------------------------------------|---------------------|---------------------|
| Permit No. _____ | Date Received _____ | Fees Received _____ |
| Receipt No. _____ | Check No. _____ | Cash _____ |
| INTAKE CHECKLIST | | |
| Completed application form <input type="checkbox"/> | | |
| Master Sign Program permit fee <input type="checkbox"/> | | |
| Required attachments (See Application Attachments Section) <input type="checkbox"/> | | |
| Material and color samples (optional) <input type="checkbox"/> | | |
| Photos showing existing business signage (if applicable) <input type="checkbox"/> | | |

Please Note: Individual sign permits are required for signs located within a site subject to an approved MSP. All signs erected or maintained within a site subject to an MSP shall conform at all times to the approved MSP.