



MASTER SIGN PROGRAM SHOPPING LIST

SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR **BEFORE** SUBMITTING APPLICATION.

This shopping list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Shopping List that are required with your submission. Please contact your Project Coordinator CURTIS KOZALL at 312-7000 if you have any questions concerning your Master Sign Program application to the Development Review Board. ²⁰²⁴

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CASE # 521-PA-99

PART I -- GENERAL REQUIREMENTS

- X 1. MASTER SIGN PROGRAM SHOPPING LIST (this list)
- X 2. COMPLETED APPLICATION FORM (form provided)
- X 3. APPLICATION FEE \$ 240.00 (see attached schedule)
- X 4. PROJECT NARRATIVE (form provided)

PART II -- REQUIRED PLANS & RELATED DATA

- X 1. SITE PLAN - (Including the location of all signage by type) 3 copies at 30" x 42" maximum plus 1 transparency & 1 copy 8-1/2" x 11" plus 8 copies 11" x 17" quality photographic reproduction suitable for copying
- X 2. FLOOR PLAN DELINEATING EACH TENANT SPACE ✓ 3 copies at 30" x 42" maximum plus 1 transparency & 2 copies 8-1/2" x 11" quality photographic reproduction suitable for copying
- X 3. BUILDING ELEVATIONS - (Including the location and typical dimensions of all attached signage) 2 ✓ copies at 30" x 42" maximum plus 1 transparency & 2 copies 8-1/2" x 11" quality photographic reproduction suitable for copying, plus 1 set colored elevations 30" x 42" maximum
- X 4. GRAPHICS
 - a. Letter Styles -- 1 transparency plus 8 copies 11" x 17"
 - b. Logo(s) -- 1 transparency plus 8 copies 11" x 17"

- X 5. **SAMPLES** -- Colors & materials, 4" x 4" maximum size, mounted on 8-1/2" x 11" sheets or boards
- X 6. **CONSTRUCTION DETAILS** -- (Including the details for each type of sign) See notes, 2 copies at 30" x 42" **maximum plus 1** transparency 11" x 17"; include freestanding signs
- X 7. ☒ **MASTER SIGN PROGRAM NARRATIVE** -- See Notes, 2 copies 8-1/2" x 11"
- X 8. **OTHER** PHOTOS OF ADJACENT PROPERTIES

CURTIS KOZALL
PROJECT COORDINATION MANAGER

7/6/00
DATE

NOTES:

CONSTRUCTION DETAILS for each type of sign shall include:

A. Type of sign; **B.** Construction & Materials; **C.** Color & Finishes; **D.** Dimensions; and **E.** Square footage of proposed sign area

MASTER SIGN PROGRAM NARRATIVE shall address the following applicable information:

A. Zoning; **B.** Number of signs per tenant; **C.** Major, minor, & pad tenants; and **D.** Specific signage design for each type of sign as follows:

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|------------------------|----------------------------------|
| 1. Type of Sign | 7. Color & Finishes |
| 2. Letterstyle | 8. Construction & Materials |
| 3. Lighting | 9. Size Restrictions |
| 4. Height | 10. Location |
| 5. Length | 11. Logos & % of Total Sign Area |
| 6. Thickness of Return | |