



APPLICATION REQUIREMENTS FOR SIGN REVIEW, MASTER SIGN PROGRAM REVIEW OR SIGN PROGRAM AMENDMENT

Review individual signs to assure compliance with Marina Municipal Code Chapter 17.59, Sign Guidelines & Standards

Master Sign Program Review: Design Review Board and Planning Commission review of a sign program detailing specific coordinated sign design and standards for a commercial center.

Sign Program Amendment: Design Review Board consideration of an amendment to an approved sign program.
Fee:

Administrative Sign Review: Staff level review of a sign and placement to ensure compliance with City codes and standards.

APPLICATION REQUIREMENTS:

- ☐ Required processing fee
- ☐ Planning Application Cover Page
- ☐ Affidavit
- ☐ 1 copy of the building elevations (drawn to scale) noting the location and coverage area of the proposed signs
- ☐ 1 copy of detailed drawings (drawn to scale) of all proposed signs to include the following:
 - ☐ Sign dimensions (height, width, and thickness)
 - ☐ Style and size of lettering and borders
 - ☐ Any unique artwork included on the sign
 - ☐ Colors and Materials
 - ☐ Method of Attachment
 - ☐ Method of lighting
 - ☐ Other features that are unique to the sign
 - ☐ For a master signing program, include specifications, descriptions and locations of all signs to be displayed on the site including but not limited to advertising, identification, directional and public service signs.
- ☐ Photographs of the building.
- ☐ Color samples or colored renderings for display at public hearings
- ☐ One digital copy of the building elevations and detailed drawings

Note: All checked items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.