



CITY OF STAR
 P.O. Box 130
 Star, Idaho 83669
 P: 208-286-7247 F: 208-286-7569

MASTER SIGN PERMIT APPLICATION

FILE NO.: _____

CROSS REF. FILES: _____

Applicant Information

Applicant Name: _____ Phone: _____
 Applicant Address: _____ Fax: _____

Property Owner's Name: _____ Phone: _____
 Property Owner's Address: _____ Fax: _____

Representative: _____ Phone: _____
 Representative Address: _____ Fax: _____

Contact e-mail: _____ Fax: _____

Subject Property Information

Project Name: _____
 Property Street Address: _____
 Location of Property: _____
 Zoning Designation of Site: _____

All applicants are required to submit the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Master Sign Permit Application	
	Fee	
	Copy of recorded deed.	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.	
	One (1) 8 ½" X 11" vicinity map showing the location of subject property and street names	
	One (1) 11" X 17" site plan including all the lots that will be identified by the main center sign and existing signs.	
	Narrative of master sign plan explaining sign colors, style, illumination, maximum size, materials to be used, and location of sign(s) relative to the buildings. All signs shall be designed to be compatible with and complement the architectural theme and style of the complex.	
	Submit written documentation that the Master Sign Plan shall be included in the lease for each individual tenant (e.g. signed statement from property owner or copy of lease agreement section pertaining to Master Sign Plan).	

Master Sign Plan shall follow the standards as set out in Star City Code Section 8-11A-7 and Section 8-11-B.

- A. Purpose: The purpose of a master sign plan is to establish consistent sign criteria tailored to multi-building and/or multi-tenant developments.
- B. Applicability:
 - 1. All developments in commercial, office, or industrial districts comprising more than one (1) principal building on a property shall apply for a master sign program.
 - 2. All developments in commercial, office or industrial districts with more than one (1) tenant per building and proposing more than one wall sign per elevation shall apply for a master sign plan.
 - 3. Master sign plans may not be used by individual buildings or developments to increase the size, dimensional, or other standards of the district.
- C. Process:
 - 1. The master sign plan shall be filed with City Planner and shall specify standards for consistency among all signs with the development.
 - 2. The approval of a master sign plan shall be required prior to issuance of a building permit.
 - 3. The installation of any sign may occur only after a master sign plan has been submitted, reviewed and approved by the City Planner.
 - 4. Thereafter, a sign that conforms to the approved master sign plan may be permitted by the City Planner.
 - 4. Approval of master sign plan does not waive the permit requirements for individual signs. In cases of existing sites that have no approved master sign plan, all signs shall be regulated in conformance with all other sections of the Star City Code until such time as a master sign plan is submitted, reviewed and approved.
 - 5. After approval of a master sign plan, no signs shall be constructed except in conformance with such plan. Upon approval, the master sign plan shall apply to all existing and future tenants.

FEE REQUIREMENT:

*** I have read and understand the above requirements. Fees will be collected at the time of filing an application for a land use planning action within the City limits. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architects, engineers, or other professionals necessary to enable the City to expedite this application. I will be billed on a monthly basis and will remit payment within 30 days.*

_____ Date _____
Applicant / Representative Signature

This application shall not be considered complete until staff has received ALL required information.

(For office use only)

Date Application Received: _____	Accepted as Complete: _____
Fee Due: \$100.00 Fee Paid: _____	Processing Clerk Initials: _____

