



FOR OFFICE USE ONLY		
CASE NO.:	_____	
SUBMITTAL DATE:	_____	INITIAL: _____

SIGN MASTER PLAN APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS:

- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- Two (2) copies of the site plan: One (1) in digital format and one (1) hard copy no larger than 11'x 17'.

Property Address: _____
Tax I.D. No.: _____ Total Acreage: _____
Land Use: (Existing) _____ (Proposed) _____

Applicant/Property Owner(s): _____
Firm Name (if applicable): _____
Address: _____
Telephone: (____) _____ Email: _____

Applicant/Owner's Agent (If applicable)
Firm Name (if applicable): _____
Address: _____
Primary Contact Name: _____
Telephone: (____) _____ Email: _____
Secondary Contact Name: _____
Telephone: (____) _____ Email: _____

CERTIFICATION

The site plan must comply with the Amarillo Code of Ordinances, Chapter 4-2 Signs, Section 4-2-8 Sign Master Plan. If the application is in proper order, the Planning Department staff will review the petition for appropriateness.

Following consideration by the Planning Department, one of the following actions will be taken:

- (a) Deny proposed **SIGN MASTER PLAN**
- (b) Continue the review pending further study
- (c) Approve the petition

Applicant understands that if a **SIGN MASTER PLAN** is issued, then all provisions of the City ordinances and state laws must be complied with whether herein specified or not.

I hereby certify that the above information and any attached documents are true and correct to the best of my knowledge.

Owner's Printed Name: _____
Owner's Signature: _____ Date: _____

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION

(PLEASE CHECK ONE)

Applicant/Owner *(Check this box if as the Owner you wish to be the main contact person responsible for the application)*

As the Owner of the subject property, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

Owner(s) Name(s) Printed Signature of Owner(s) Date

THE BELOW SIGNATURES ARE REQUIRED IF THE OWNER IS DESIGNATING AN AGENT OR CONTACT

Owner's Agent *(Check this box if as the Owner you are authorizing a main contact person or agent, other than yourself, to be responsible for your application)*

In lieu of representing this request myself as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, and/or issues relative to this case.

Owner(s) Name(s) Printed Signature of Owner(s) Date

Agent's Name Printed Signature of Agent Date

Before me, the undersigned authority, on this day personally appeared _____ (Owner(s) Name) and _____ (Agent Name) known to me to be the persons whose names are subscribed to the above and forgoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this _____ day of _____, 20_____.

The following information shall be shown on each **SIGN MASTER PLAN** submitted to the Planning Department. One electronic copy and one hard copy of the plan shall be submitted initially with the application. The preferred sheet size of any site plan is to be no larger than 11"x 17".

The general information and notes listed below shall normally be shown on the site development plan (additional information and notes may be required for certain developments) prior to its consideration by the Planning Department.

General information or data requirements to be shown directly on the plan:

- Name of development
- Legal description of property (Lot, Block, Addition, Survey, and County)
- North arrow, scale
- Purpose of **SIGN MASTER PLAN**
- Name, address, and telephone number of developer, landowner, and developer's agent
- Name, address, and telephone number of drafting service
- Vicinity map showing location of property

Specific data comprising of the site plan as applicable:

- A table showing the type, location, square footage, and heights of each proposed and/or existing sign.
- A site plan showing the proposed boundaries of the master sign plan area.
- Location of all existing or proposed structures (building footprints or envelopes)
- Delineation of off-street parking area(s), showing all parking
- Delineation of all ingress-egress to property
- Delineation of all public and private streets in and around property and location of sidewalks
- Location of any public utility easements, utility lines, and fire lanes within property boundaries
- Delineation of all fencing, screening walls, including height, materials. etc.
- Dimensioning for all critical elements of site plan
- Location, type, height, and illumination of all exterior signs (provide sign details)
- Location, type, and height of all exterior lighting (provide lighting detail)
- Any other site plan information required by the Planning and Zoning Commission and City Council

Specific notes to be shown directly on site plan:

- A. All signs and sign structures, both existing and new, and parts thereof, within a Sign Master Plan shall be maintained in proper operating condition in accordance with the original design and in a safe, hazard-free condition. The owner or the owner's designated agent shall be responsible for the maintenance of the signs and sign structures.
- B. A sign master plan shall not become effective until all owners of the property within the sign master plan have signed an agreement which indicate the property owners' agreement that:
1. The sign master plan can be amended only by the written consent of all parties or their successors, and the City
 2. The agreement is binding on all successors in interest to the property within the sign master plan area.
 3. Each party waives any right to apply for or install any sign inconsistent with the provisions of the sign master plan, even though such sign might otherwise be allowed under this Chapter.
 4. Once approved by the City, the area described in the sign master plan will be deemed to be a single premises for the purpose of determining whether a sign is an on-premises sign. A sign which advertises a use on a lot within the sign master plan area which is not a use which occurs on that lot shall be termed a sign master plan ("SMP") sign. The use advertised on an SMP sign shall be defined as an SMP use.
 5. All freestanding signs included within a sign master plan area shall be individually subject to review and approval of placement, size and height, as approved by the City of Amarillo.
- C. Illumination:
1. Shall be shaded, shielded, or directed in such a way so that the light intensity or brightness shall not adversely affect the vision of pedestrian or vehicle operators on public or private streets, driveways, or parking areas, or operators of aircraft in the approach path to any airport runway;
 2. Shall not contain a light source which produces a pulsating strobe-like effect.
 3. Shall not interfere with the effectiveness of any official traffic sign, signal or device.
 4. Shall not contain a light source which produces a pulsating strobe-like effect.
 5. Shall not exceed 5,000 nits (candelas per square meter) during daylight hours or 500 nits between dusk and dawn, as measured from the closest property line.

6. Electronic message displays must have an electronic control to produce the required illumination change required in subparagraph 2 of the Amarillo Sign Ordinance.
7. No lighted sign shall be erected within 150 feet of a residential development unless the sign is oriented in such a manner as to not be directly viewable from the residential use.
8. The Building Official shall have the authority to inspect any outdoor sign as to determine its structural integrity.
9. All signs and sign structures, both existing and new, and parts thereof, must be maintained in a safe, readable, and proper operating condition. Signs, which are determined by the Building Official to be in a dilapidated or otherwise unsafe condition, shall not be allowed to remain on any premises.

D. Maintenance:

1. For any sign so designated as dilapidated or otherwise unsafe, written notice shall be given to remove the sign or bring the sign into compliance with this ordinance subject to procedures outlined in Chapter 4-3, Article I, Section 4-3-3.
2. Any sign which is determined by the Building Official to be abandoned, after receiving written notification as described in subparagraph 3 above, the property owner, lessee, or person responsible for the sign shall have 60 working days in which the message portion of the sign must be replaced to identify a bona fide business on the property, be painted over, replaced with an opaque face, modified, or removed so that the remaining sign is left visually unobtrusive, presents a solid façade, and does not appear to be in disrepair or dismantled.
3. Any person occupying any location with a Sign shall be subject to the same duties and responsibilities as the owner of the location on which the Sign is located, with respect to keeping the site clean, sanitary, inoffensive, and clear of all debris, trash, junk or other noxious substances.

"I acknowledge and agree to all standards of development as listed on this site plan."

Name of Developer

Date

APPROVED AS SUBMITTED: _____

APPROVED WITH THE FOLLOWING REVISIONS: _____

DENIED: _____

BY: _____

COMMENTS: _____
