



Petition to Create a Master Sign Plan

****E-PLANS INSTRUCTIONS****

****PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION****

1. Pre-apply and pay your processing fees online at this [LINK](#)
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

Office Use Only	
Case No.	
Date Filed	
Received By	
Receipt No.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

Before the Planning and Zoning Commission of the City of Springfield, Missouri.

- A. The Petitioner seeks to create a Master Sign Plan to provide for:
- (a) multi uses on a single property;
 - (b) a building group of a single use or multiple uses that may involve multiple properties; or
 - (c) a large tract that contains a single use with multiple services.

THEREFORE, applicant requests that the Petition to create a Master Sign Plan be approved for the property as proposed in this submittal.

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application and understand that, if approved, all work must be done under a Sign permit issued by the Department of Building Services. Approval of this application does not constitute approval of a Sign permit, nor does it certify that the zoning is appropriate for the proposed uses. These are separate processes that must be initiated by the applicants.

Signature(s)

Date

Please type or print name(s) clearly:

Exhibit A

Please use this form only.

See Instructions, page 5

1. **Property Address:** _____

2. **Property Legal Description:** _____

3. **Petitioner:**

a. Name(s) _____

b. If Corporation: Corporate official: _____

c. Mailing address: _____ Zip Code: _____

d. Telephone number: _____ Fax number: _____

e. E-mail: _____

4. **Applicant:** If different from property owner. If the owner does not sign the petition, the petitioner must be authorized to represent all of the property owners. Attach power of attorney if required.

a. Name: _____ Signature: _____

b. Address: _____ Telephone: _____ Fax: _____

c. E-mail: _____

5. **Zoning Classification of property:** _____

6. **Current use of property:** _____

7. **Proposed use of property:** _____

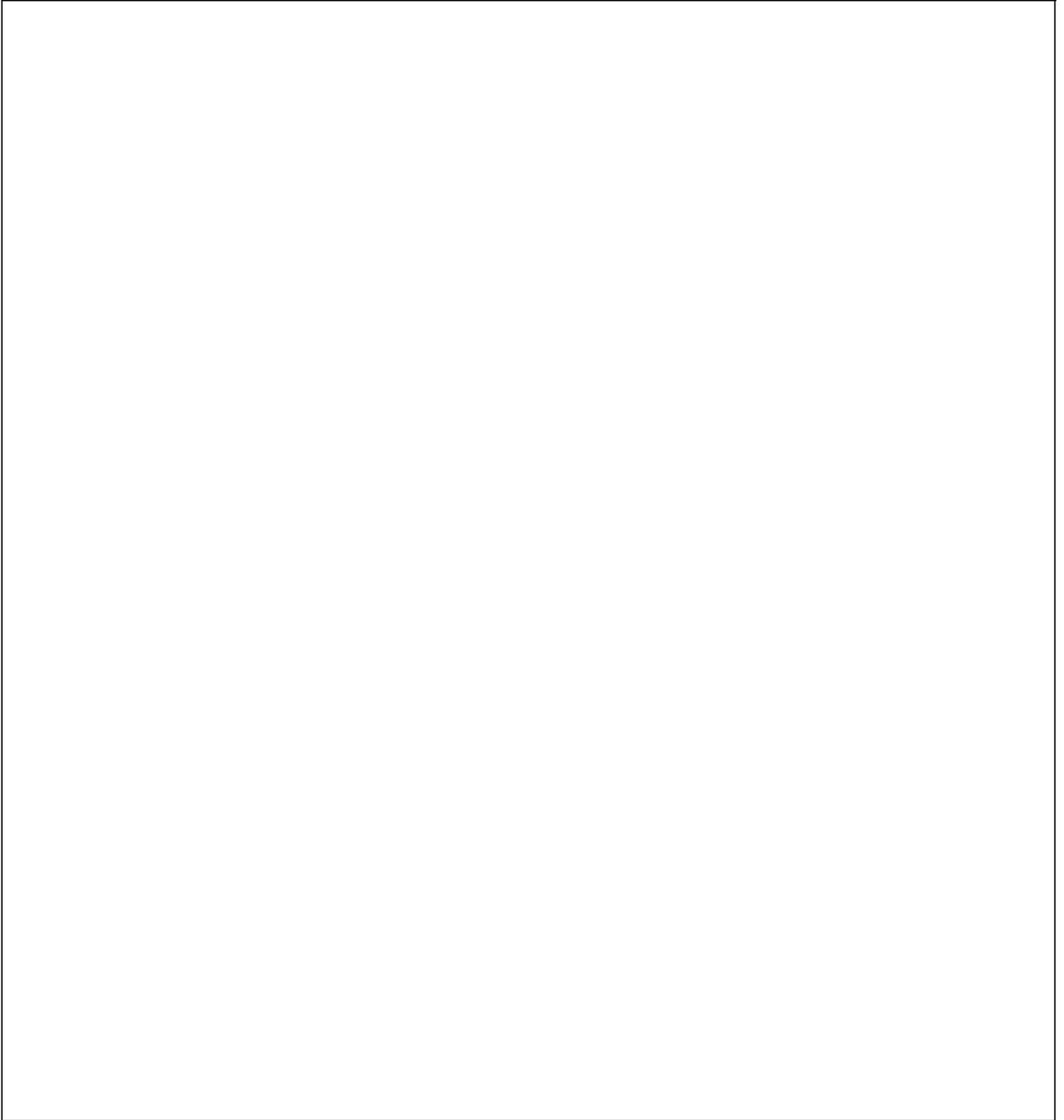
Exhibit B - Petitioner's argument on behalf of Master Sign Plan

See on instructions page 6 for completing Exhibit B.

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the petitioner's argument on behalf of the Master Sign Plan.

Exhibit C - Standards for Consistency for Master Sign Plan

See on instructions page 6 for completing Exhibit C.



Instructions for filing a petition to create a Master Sign Plan

Explanation of the Master Sign Plan process

The Planning and Zoning Commission permits applicants to file a petition to create a Master Sign Plan. A Master Sign Plan application may be approved for the purpose of establishing consistent, logical and equitable signage for:

- (a) multiple uses on a single property;
- (b) a building group of a single use or multiple uses that may involve multiple properties; or
- (c) a large tract that contains a single use with multiple services.

The main intent of a Master Sign Plan is to provide clarity of communication regarding tenants and services to users of the premise or building group. A Master Sign Plan is not intended to provide special or additional signage allowance in terms of total effective area than would otherwise be permitted by Section 5-1400.

Based on the information provided in the petition, staff will prepare an analysis that will be forwarded to the Planning and Zoning Commission approximately one week prior to the scheduled meeting. A copy of the analysis will also be available to the applicant at that time.

Based on the petition, staff analysis and comments made at the meeting, the Planning and Zoning Commission will make the decision whether or not to grant the Master Sign Plan.

Completion of the Petition

The application must be completed in full and signed by the property owner (unless a power of attorney is provided to staff) for the application to be complete. Exhibits A, B and C will be included with the staff analysis that will be sent to the Planning and Zoning Commission.

Deadlines for filing Master Sign Plan Petitions

The Planning and Zoning Commission holds regularly scheduled meetings each month (contact the Development Review Office for a current processing schedule). This petition must be in the Development Review office no later than the petition deadline date listed on the processing schedule. This petition must be complete, or it will be returned to the applicant and will not be placed on the agenda.

In addition to the information requested on Exhibits A, B and C a petition will not be considered officially filed unless accompanied by:

1. A scaled site plan showing the following:
 - a) location of the buildings, parking lots, property lines, easements, driveways and landscaped areas on the subject property(ies);
 - (b) any additional information necessary to address the eight review criteria listed in Exhibit B, such as, significant natural topographic or physical features of the site; and
 - (c) the proposed location of each current and proposed sign of any type.

Instructions for filing Exhibit A

This exhibit provides basic information about the property and about the applicant. If the applicant designates a representative and does not intend to attend the Planning and Zoning Commission meeting, it is important that the representative be able to commit to changes that may be suggested by Commission, otherwise the application may have to be tabled pending the applicant's response.

Instructions for filing Exhibit B

This exhibit provides the applicant with the opportunity to provide a statement describing how the proposed Master Sign Plan addresses the following eight review criteria:

1. The proposed Master Sign Plan will be consistent with the adopted policies in the Springfield Comprehensive Plan;
2. The proposed Master Sign Plan has the potential to improve the safety and convenience of the motoring public and of pedestrians using the property and the area immediately surrounding the property;
3. The location, lighting and type of signs proposed and the relationship of signs to traffic control is appropriate for the property;
4. The proposed signs will be constructed , arranged and operated so as not to dominate the immediate vicinity or to interfere with the development and use of neighboring property in accordance with the applicable district regulations;
5. The proposed signs, as shown by the application, will not destroy, damage, detrimentally modify or interfere with the enjoyment and function of any significant natural topography or physical features of the site;
6. The proposed signs will not result in the destruction, loss or damage of any natural, scenic or historic feature of significant importance;
7. The proposed signs, as shown by the applicant , will not interfere with any easements, roadways, rail lines, utilities and public or private rights-of-way; and
8. The proposed signs will not have any substantial or undue adverse effect upon, or will lack amenity or will be incompatible with, the use or enjoyment of adjacent or surrounding property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public, safety and general welfare.

In addition, the applicant shall provide a statement about how the proposed Master Sign Plan provides more consistent, logical and equitable signage than would be permitted by applying the sign requirements of Section 5-1400 of the Springfield Zoning Ordinance.

Instructions for filing Exhibit C

This exhibit provides the applicant with the opportunity to provide information regarding the standards for consistency among all signs with regard to:

1. General location of each sign on buildings and structures;
2. Effective area limitations, which may be based on length of street frontage, area of building facade or some other form of calculation; and
3. Materials to be used for detached sign support structures.