



CEDAR PARK

Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

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Master Sign Program Submittal Checklist

Applicant Name: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

PROJECT INFORMATION		REQUIRED
GENERAL		Provided (applicant must check)
	Owner, Applicant, and Contractor Information to include email address & phone numbers for all contacts	
MASTER PLAN (must include all)	A depiction of all proposed signs that will deviate from the underlying sign regulations	
	Size, location, and number of all signs, including area, letter height, and height	
	Materials, styles (letter colors, background colors, text, fonts, etc.), and colors for all signs subject to the master sign plan, including context of where signs are to be placed on any given façade.	
	Proposed illumination (external, internal, etc.), including illumination levels	
	A design theme with illustrative examples of each sign type and the proposed general locations of each sign type.	
	A demonstration that the master sign program will improve the aesthetics of the development and will not have an adverse impact on the use, enjoyment, or value of property in adjacent or nearby residential uses or districts.	
	Landscaping and/or ornamental structures including fences, fountains, public art, ground cover, and other landscaping elements that are intended to complement those proposed signs that would deviate from the underlying sign regulations.	
ADDITIONAL DOCUMENTS		REQUIRED
SUPPORTING DOCUMENTS	<p>A written narrative that clearly demonstrates a standard of design and quality that exceeds those provided in the adopted sign ordinance. that may include any or all of the following:</p> <ul style="list-style-type: none"> ▪ Construction of brick or natural stone; ▪ Consistent sizes, styles, and colors across the development; ▪ Use of landscaping around the sign base; ▪ Use of channel lettering; ▪ Fewer incidental signs; ▪ Greater spacing between signs along street frontages; ▪ Fewer total number of signs; and/or ▪ Signs of reduced heights and area. 	

NOTE: An approved master sign program shall expire two (2) years from the date of such approval if no progress has been made towards completion of the project, pursuant to section 245.005, Dormant Projects of the Texas Local Government Code, as amended.