



*Dedicated to building a  
desirable, resilient and safe  
community*



**Community Development Department**

Frisco Town Hall \* 1 Main Street  
PO Box 4100 \* Frisco, CO 80443

Phone: 970-668-5276 \* Fax: 970-668-0677

<http://www.frisco.gov/>

**Office Hours:** Monday – Friday 8:00 a.m. to 5:00 p.m.

## MASTER SIGN PLAN APPLICATION

### General Explanation

A Master Sign Plan (MSP) is required for any development having more than one (1) tenant, business, or use. Applications are administratively reviewed and approval is required prior to installation of any sign. Prior to the submittal of a Master Sign Plan application, a pre-application conference with the Planning Division is required to review the MSP proposal.

### Application Materials

#### 1. Application Form

Completed and signed.

#### 2. Application Fee

\$100 non-refundable fee for new sign plans and sign plan amendments.

#### 3. Site Plan

Provide a site plan with a scale of 1"=10' or greater depicting the locations of all existing and proposed signage, public rights-of-way, property lines, easements, grades, buildings, utilities, and landscaping.

#### 4. Elevation Drawing

Provide elevation drawings or photographs of the proposed signage depicting the dimensions, design, mounting methods, colors, materials, source of illumination and building façade or other location where the proposed signage will be located.

#### 5. Common Design Elements

Master Sign Plans must outline a common theme or design to create visual harmony between the sign(s), building(s), and other components of the property. The MSP must indicate the size and location of all signs proposed, and coordinate a minimum of three of the following elements: color, shape, mounting, lighting, lettering style, graphics and materials. The MSP shall not allocate or transfer any sign area from one business to another.

#### 6. Business License

Required for any business wishing to display a sign.

#### 7. Property Owner and HOA Consent

Provide written consent from the property owner. Homeowners Association consent when applicable.



<i>For Office Use Only</i>	
File Number:	Application Fee:
<input type="checkbox"/> New Proposal	<input type="checkbox"/> Amendment
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**MASTER SIGN PLAN APPLICATION FORM - \$100 FEE**

**Applicant Information:**

Business Name		Phone Number
Best Person to Contact		Phone Number
Mailing Address		Email
City	State	Zip Code

**Project Location:**

Name of Development/Complex		
Physical Street Address	Lot	Block
Subdivision Name		

**Project Information:**

Description:	Total Number of Businesses on Site
Total Number of Signs Proposed	Total Aggregate Square Footage of all Signs Proposed

**CERTIFICATION**

I, the undersigned, authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner's signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date