



SUBMITTAL REQUIREMENTS: MASTER SIGN PLAN

General Explanation:

The Master Sign Plan Application is submitted and circulated online to the Planning Division. Applications are administratively reviewed and approval is required. The application will be reviewed in accordance with the procedures and requirements as outlined in Section 6.19 of the Frisco Unified Development Code (UDC). **Please note that exterior signs require a separate sign permit application.**

HOW TO APPLY FOR PERMIT:

1. **Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address.** Community Development staff will send you an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your planning application (see step 2).
2. **Submit your planning permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.**

Community development staff will email you when fees are assessed.

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Master Sign Permit application. Before submitting online, ensure you have all the information below.

1. General Application Information

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| ☐ Project Street Address & Unit Number | ☐ Building Owner Name/Address |
| ☐ Business Owner Name/Address | ☐ Number of Businesses on Site |
| ☐ Applicant Name/Address | ☐ Total Number of Signs Proposed |

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

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

4. Application Fee:

\$110.00 non-refundable fee.

5. Site Plan

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

6. Elevation Drawing

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

7. 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.

8. Business License

Required for any business wishing to display a sign.