



# SIGNS

## Master Sign Programs

### (Initial Applications & Amendments)

**Purpose:** A Master Sign Program is a comprehensive signage scheme that provides a consistent visual theme for multi-tenant buildings or multiple business establishments located in a single development project. Such programs include standards for fonts, lighting, background, other elements of graphic design and placement. Master Sign Programs are required to ensure that adequate signage is provided to all prospective tenants within multi-tenant buildings. Exceptions to the general sign regulations may include, but are not limited to, the number of signs, height, location, sign area and illumination; provided, Master Sign Programs are in substantial compliance with the general regulations, and each exception will further the general objectives of these regulations. A Master Sign Program may not be used to display sign types that are prohibited. Master Sign Programs are applicable to multiple establishments within a single development only.

**Code Reference:** Fremont Municipal Code Chapter 18.193 (Sign Regulations), especially Article X (Master Sign Program).

I understand that my plan review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

#### Submittal Requirements:

1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

2. Plans including the following items:
  - a. Vicinity map showing a one-half mile radius of the site.
  - b. Accurately dimensioned site plan showing:
    - (1) Location of all existing buildings, parking areas, driveways and adjacent streets.
    - (2) Location of any signs proposed to be on buildings.
    - (3) Location of any freestanding signs (including associated landscaped planters).
    - (4) Sign setback distances from nearby property lines.
  - c. Building elevation showing location of any sign. For freestanding signs, show all sides of sign only (on the site plan or a separate sheet).
  - d. Details for all signs showing dimensions of sign copy, colors, materials, method of illumination and method of attachment.

3. The number of plans required to be submitted with the application are:

- a. Two sets of plans (collated and folded).

NOTE: Plans submitted should be at least 11" x 17" and no larger than 30" x 42". A blank space of 3" x 3" should be left on each page to allow for the approval stamp.

4. Two copies of a letter describing site conditions, building uses, sign design concept, sign types, materials, dimensions and areas, and sign design criteria (if any).
5. One colored rendering of proposed signs.
6. A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information needed to identify clearly the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the sign plans.

**Schedule Time Line:** Master Sign Programs are reviewed and approved or denied by the Zoning Administrator within three to four weeks of submittal. Subsequently, separate sign permits will be required for each sign.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Appeals:** Appeals of Zoning Administrator action are considered by the Planning Commission. Appeals must be submitted within 10 calendar days of notice of staff action.

**Fees:** The filing fee for your application is \$\_\_\_\_\_ and is due at the time of submittal.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal, please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_