



CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

“C” COMMERCIAL DISTRICT REQUEST FOR MASTER COMMON SIGNAGE PLAN

The master common signage plan application and approval process provides an alternative to individual signage permit requirements of the City Sign Regulations (Chapter 410 of the City of Twin Oaks Municipal Code) and is available only where proposed development involves either (i) two or more contiguous parcels or (ii) a single parcel having more than one principal building.

*This master common signage plan application constitutes a request to the City of Twin Oaks to include within an application for preliminary/final development plan approval consideration of variance from size, height, number, location, projection and/or color requirements of the City Sign Regulations. No sign types other than those permitted by the sign regulations will be considered. To receive consideration, **eighteen (18) copies** of this master common signage plan application and all required supporting information shall be submitted along with and at the time of application for preliminary development plan approval. **(Please type or print in ink below)***

INFORMATION CONCERNING APPLICANT:

Applicant hereby submits the following information concerning the site and the proposed signage:

Business/Site Name: _____

Location/Address: _____

Applicant Name: _____

The site consists of (*check ✓ appropriate box*):

- ☐ Two or more contiguous parcels
- ☐ A single parcel or lot containing more than one principal building

List each proposed business premises/type and description of nature of business, organization or trade to be included within master common signage plan application (attach additional sheet(s), if required):

- ☐ This application includes a request for a shopping center/development identification signage (one only) (*check ✓ if applicable*)

MASTER COMMON SIGNAGE PLAN SUBMISSION REQUIREMENTS:

Applicant shall additionally provide the following graphic and tabular information which shall be attached to or included with this application:

- Color exterior building elevations or similar drawings to scale depicting the general style, size and exterior construction materials of each building proposed and depiction of all signs to be attached to building exteriors.

- Color elevations or similar drawings to scale depicting each ground sign, pole sign, and ground mounted directional sign (and center/development identification sign, if desired) and site plan(s) depicting location of each together with proposed location of buildings, other structures and parking and lot arrangements.
- Drawings depicting dimensions and details of each sign proposed including length, width, total area, height (in feet from ground to bottom of sign and to top of sign), number, location, projection, materials, daytime and nighttime colors, lettering or graphic style, installation method(s) and lighting/illumination of each proposed sign; landscaping materials and treatments (ground mounted signs only).
- Signage schedule indicating number, type, message area, special conditions for all proposed signs.

(NOTE: Required information above is in addition or supplementary to that provided for preliminary/final development plan applications. The foregoing are minimum informational requirements; additional signage related information may be required in specific cases)

I hereby represent that the foregoing application does not include or contain any sign or advertising device prohibited by section 410.070 (e.g. fluttering devices, flashing or signs simulating movement, moving signs, signs advertising off-premises activity/products, signs painted directly on walls) or by section 410.080 (e.g. portable signs, signs on vehicles exceeding 24 inches) of the Sign Regulations. The information contained in this application is true, correct and complete to the best of my knowledge, information and belief.

By signing and submitting this application, applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of relevant approvals or permits.

_____ Signature of Applicant	_____ Date
_____ Print Name	_____ Title

* * * * * **FOR OFFICE USE ONLY** * * * * *

Date of Board of Aldermen Decision: _____ ☐ Approved ☐ Disapproved
 Final Development Plan Permit Number: _____
 Conditions: _____

Fees Schedule (applies to each sign proposed):
See Fee and Deposit Schedule Section 400.460 of the City Code

Amount Rec'd: \$ _____ Cash/Check # _____ Date Rec'd: _____