

# Master Sign Plan – Submittal Checklist

**Master sign plan** means a coordinated and balanced plan for signage on a development site which specifies the size, type, illumination, height, design, location, and number of signs for the new development or the redevelopment of a site. There are two types of master sign plans (MSP): minor sign plan and major sign plan. See BC 9.50.170

Master sign plans are reviewed through the Type II process as established in BDC Chapter 4.1, Development Review and Procedures.

## Submittal Checklist

- Filing fees and a completed application signed by the property owner or authorized representative have been provided.
- Identify the type of master sign plan (minor or master)
- Provide detailed site plan and square footage of gross floor area for each building, identify multi-tenant buildings
- Provide design theme with illustrative examples of each sign type and general proposed location for each sign type
- Sign sizes, including area, height, width, and number of sign faces
- Number and location of each sign type
- Illumination (external, internal, exposed, etc.) including light fixtures
- Sign and support structure designs and colors
- Verify the proposed signs do not adversely conflict with public and private streets, open spaces, utilities, easements, or rights-of-way
- Verify the proposed signs do not impede the continued provision of services required by the City or other public agency
- Verify master sign plan complies with Adjustment Regulations

## Adjustment Regulations

The master sign plan may include adjustments to the regulations of the Bend Sign Code. The regulations of the master sign plan are supplemented by City of Bend regulations and codes in all areas not addressed in the plan. All City of Bend ordinances and regulations remain in full effect except as adjusted by the master sign plan.

Adjustments are not permitted for the following:

- Temporary signs
- Prohibited permanent sign regulations including devices and illumination
- Billboard
- Directory Sign
- Drive-through Sign
- Freestanding Sign identified as a “pole” sign
- Mural Sign

## Adjustment Regulations - Continued

Minor Master Sign Plan - Minor master sign plan for a commercial, mixed-use, industrial, or institutional development that has less than 50,000 square feet of ground floor area or sites less than six acres.

- a. An increase in sign height or sign area of more than 25 percent is not allowed.
- b. One primary freestanding sign is permitted on a nonresidential site. One additional sign is permitted when the site abuts any combination of two or more arterial or collector streets, excluding the Bend Parkway. Each sign must be separated by a minimum of 300 feet.

Major Master Sign Plan - Major master sign plan for a commercial, mixed-use, industrial, or institutional development that has at least 50,000 square feet of ground floor area or sites six acres or larger as well as a community master planned development 20 acres or larger.

- a. Except for gateway signs, an increase in sign height or sign area of more than 25 percent for nonresidential uses and 50 percent for residential uses is not allowed.
- b. *Primary Freestanding Signs.*
  - i. *Nonresidential Uses.* One primary freestanding sign is permitted on a nonresidential site. One additional sign is permitted for every collector and/or arterial that abuts the site, excluding the Bend Parkway. Each sign must be separated by a minimum of 300 feet from another nonresidential primary freestanding sign and set back a minimum of 10 feet from property lines or a special setback.
  - ii. *Residential Uses in a Community Master Planned Development.* One primary freestanding sign for residential uses in a community master planned development is allowed at each abutting arterial and/or collector street intersection with another arterial or collector street, excluding the Bend Parkway. Each sign must be separated from another residential primary freestanding sign, except for the gateway sign, by a minimum of 300 feet and set back a minimum of 10 feet from property lines or a special setback.
- c. No more than one gateway sign is permitted within a community master planned development in compliance with the following:
  - i. The community master planned development is 100 acres or larger.
  - ii. The gateway sign is no larger than 64 square feet.
  - iii. The gateway sign does not exceed seven feet in height.
  - iv. The gateway sign is set back a minimum of 10 feet from property lines or a special setback.