

## VILLAGE OF HOFFMAN ESTATES PLANNING AND ZONING MASTER SIGN PLAN ADDENDUM

## **REQUIRED SUBMITTALS**

General Application
Hearing Fee (\$500 base fee plus \$250 per sign type)
Legal Description typically found on the tax bill, deed, or plat of survey.
Current Plat of Survey drawn to scale showing all signs proposed and existing on the property. All existing improvements must be shown and setback dimensions from all adjacent property lines and interior roadway and paths must be shown.
A scaled drawing of each sign. Drawings must include all foundation drawings of ground signs, renderings of all signs in existing landscapes or on building façade. All wall sign renderings must show the height of the sign from grade to the top of the sign and distance from building edges.
A project narrative detailing the request. Narrative must include the number, location, type and placement of signs on the property, sign materials and methods of illumination and NIT measurements (daytime and nighttime).

## STANDARDS OF A MASTER SIGN PLAN

Zoning Code Section 9-3-9-M-13 requires that the Planning and Zoning Commission shall, in making its determination, find that adequate evidence is provided to meet the Standards of a Master Sign Plan. All standards must be answered in full.

1.	The Master Sign Plan shall result in architecture and graphics of a scale appropriate for the subject development and the surrounding area. Please provide an explanation.
2.	The Master Sign Plan shall provide signage consistent with the site plan and architecture of the project. Please provide an explanation.
3.	The Master Sign Plan will avoid visual clutter. Please provide an explanation.
4.	The Master Sign Plan shall allow visitors, employees, and consumers to readily identify the business entrances, while addressing the community's need for attractive, unobstructed architecture and commercial graphics. Please provide an explanation.
5.	The Master Sign Plan shall result in a unified theme of signage for this project. Please provide an explanation.