

# SPECIAL PURPOSE SIGN DISTRICT REQUEST

## Purpose

Special purpose sign district (SPSD) means an overlay district approved by Town Council that exclusively addresses sign regulations within a unified development zone.

It allows an applicant the option of designating an area where the signs may deviate from the underlying sign regulations, to the extent so expressly provided in the ordinance adopting the particular SPSD.

## Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule.

- Owner Acknowledgment Form
- Letter of Intent
- Signed checklist
- Exhibit A ( Statement of Intent and Purpose
- Exhibit B (Sign Coordination Plan
- Exhibit C - Elevation/Sign Details
- Exhibit D - Sign Schedule/Development Standards

## Approval Body

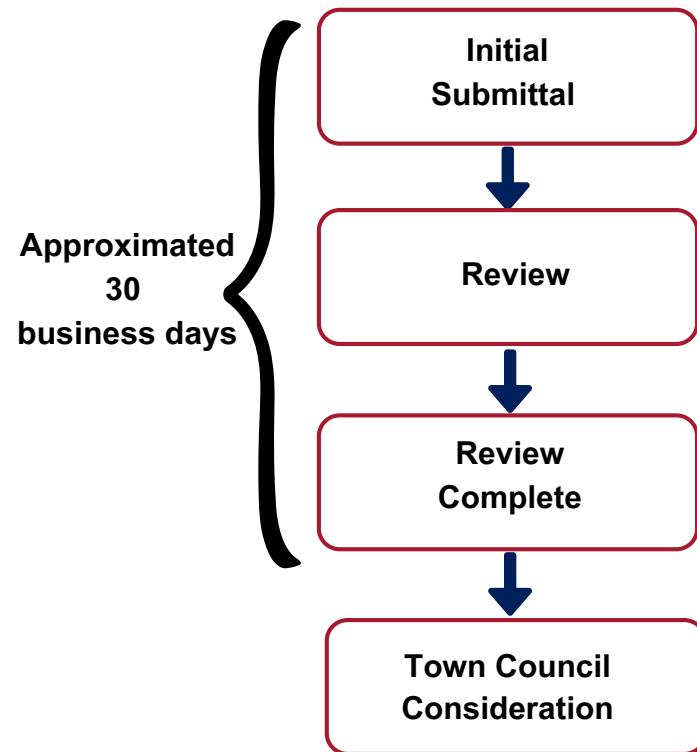
Special Purpose Signs District are approved by Town Council

## Fees

\$500.00

## Notices

None



## Amendments

Amendments are classified as minor or major.

- Minor amendments to the approved SPSD may be approved by the Administrative Official when the requested changes are restricted to altering the location of approved signs on the subject property.
- Requests to amend the approved SPSD for additional or larger signs are classified as major amendments and require approval by the Town Council.
- Major amendment submittals shall be allowed to be requested one time within the six-month period after the initial SPSD ordinance is adopted.
- Subsequent major amendment submittals shall be allowed one time per year, based on the date the SPSD ordinance is adopted.