



**MASTER SIGN PLAN FOR MULTI-TENANT
SITES OR BUILDINGS CHECKLIST**
Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

A Master Sign Plan shall be required prior to the issuance of new sign permits in the development complex. The Master Sign Plan shall identify standards and criteria for all signs in the complex that require permits.

CHECKLIST: A request is made by submitting the following:

- Written narrative must including the following:
 - Standards and criteria of all signs
 - Proposed sign locations on all façades and frontages
 - Materials to be used
 - Type of illumination
 - Design of freestanding signs
 - Size of sign(s)
 - Quantity of each sign type
 - Uniform standards proposed for all signage, including signage that does not require a permit (e.g. direction signage), as well as building and freestanding signage which does require a permit
- Site Plan to include locations, types, sizes, etc. of all signs
- Letter of Authorization from the owner(s), signed, and notarized for approval of the submission
- Previously approved Master Sign Plan

NOTE:

Hayden City Code §11-5-7(A) states that for multiple-occupancy commercial and industrial condominium or lease developments under unified control (e.g. shopping centers or industrial complexes), a Master Sign Plan is required. All applications for sign permits for signage within the complex shall comply with the approved Master Sign Plan. The Master Sign Plan will be reviewed in accordance with procedures for processing a sign permit application. Amendments to the Master Sign Plan must be signed by the property owner(s) or managing member (in the case of ownership by an LLC) of the development complex before such amendment will become effective.

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select “Apply for a Planning, Zoning, or Engineering Process”.

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Master Sign Plan, enter work description, parcel/land, utility, sign, construction, setback, dimensional, and zoning/rezoning and usage.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.