



**PLANNING & DEVELOPMENT SERVICES DIVISION**

**COMPREHENSIVE SIGN PACKAGE APPLICATION**

The purpose of a comprehensive sign package is to provide complementary and unified signage throughout a single development or contiguous lots under common ownership. If a sign package exists for a multi-lot development or subdivision, then individual lots within that subdivision or development may not submit their own, separate sign package. In addition, developments of a certain size, quality, or mix of uses may require special signage consideration. Therefore, in order to encourage superior design, quality and character, comprehensive sign packages allow for specialized review of signs and flexibility from standard signage requirements.

Consideration of flexibility in sign criteria is based on a number of review factors including, but not limited to, the physical impact of the proposed comprehensive sign package, the quality of the proposed comprehensive sign package, and mitigation of unfavorable conditions such as excessive signs, light spillover from signs, height, and other related conditions and potentially negative impacts.

Prior to submitting an application to the Planning & Development Services Division, the Applicant is encouraged to schedule a pre-application meeting to discuss the proposal. To schedule a meeting, contact the Division at (636) 537-4748. For questions about this application, contact the “Planner of the Day” at (636)-537-4733.

**I. APPLICANT INFORMATION**

**Owner(s) of record of the hereinafter described property according to St. Louis County Assessor’s**

**Record:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Applicant, if other than owner(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Legal Interest:** \_\_\_\_\_

(Provide date of contract and date of expiration of contract)

**II. PROPERTY INFORMATION**

**Project Name:** \_\_\_\_\_

**Locator Number(s):** \_\_\_\_\_

(List additional locator numbers on separate sheet and attach to application)

**Acreage:** \_\_\_\_\_ (To the nearest tenth of an acre)

**Subdivision Name:** \_\_\_\_\_

**Plat Book/Page:** \_\_\_\_\_

**Proximity to closest major intersection:** \_\_\_\_\_

**Existing Overlay Districts:** Check (✓) all that apply       C.U.P.    C.S.P.    L.P.A.  
 Other: \_\_\_\_\_

**III. ZONING**

**Current Zoning District:** \_\_\_\_\_

**Existing Uses(s) on property:** \_\_\_\_\_

**IV. ADJACENT PROPERTY**

Identify surrounding land uses and zoning designations. Include existing/approved square footage or number of dwelling units, type of units, and density.

Property	Land Use	Zoning	Sign Package? Y/N	Ordinance No.
North				
South				
East				
West				

## V. COMPREHENSIVE SIGN PACKAGE SUBMITTAL

**All Applications shall be accompanied by a Comprehensive Sign Package that presents the information below in a clear, concise, and orderly manner.**

- 1) A narrative to the Comprehensive Sign Package, including purpose, scope, design, and consistency with the development's architectural themes. The narrative should address how the comprehensive sign package promotes superior design, quality and character.

The following statements must be included in this section:

- a. "All tenants, businesses, owners within the development shall receive a copy of the Comprehensive Sign Package from the owner at the time of lease/sale."
- b. "All signage within the development shall be in conformance with the Comprehensive Sign Package."

One of the two following statements must be included in this section:

- a. "Any signage not specifically identified in the Comprehensive Sign Package shall conform to [Section 04-05 of the Unified Development Code](#)."

OR

- b. "Any signage not specifically identified in the Comprehensive Sign Package is prohibited."

- 2) Site plan and building elevations identifying the proposed location for all signs within the development.
- 3) Location, size, height, construction, material specifications, and color of all permanent signs.
- 4) Illumination level, color and type. Illumination shall conform to [Section 04-03 of the Unified Development Code](#).
- 5) Landscaping of freestanding signs.
- 6) Description of the type of temporary signs permitted within the development, as well as the purpose, size, location, and duration.
- 7) A matrix or table summarizing all proposed signage that deviates from [Section 04-05 of the Unified Development Code](#). For each proposed sign, identify the ordinance standard, the variance from that standard, and a summary of reasons why the deviation is proposed and appropriate for the development.
- 8) Any additional materials as required by the City of Chesterfield.

**VI. STATEMENT OF CONSENT**

**AGENCY CONSENT**

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf to submit, this application and all required material and documents, and to attend and represent me at all meetings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property and I have an ownership interest and/or am the owner under contract in the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Chesterfield, Missouri, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the City of Chesterfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**OWNER/CONTRACT PURCHASER INFORMATION:**

I am the [ ] owner [ ] contract purchaser. (check (✓) one)

\_\_\_\_\_  
(Name- type, stamp or print clearly)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Address, City, State, Zip)

Attach additional sheets as necessary.

**NOTARY PUBLIC INFORMATION: STATE OF MISSOURI, CITY OF CHESTERFIELD**

Before me appears \_\_\_\_\_ who has executed the foregoing instrument was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_  
Notary Public

Seal/Stamp:

My Commission Expires: \_\_\_\_\_



**VIII. PARTIES OF INTEREST**

**Principal Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Other Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Attach additional sheets as necessary.

**IX. FEES**

The filing fees for an application for review of a sign package submissions shall be based on the information below:

1. A new sign package or modification of an existing sign package will require a non-refundable fee of \$50.00.

**STAFF USE ONLY**

**Project Planner:** \_\_\_\_\_ **Intake Date:** \_\_\_\_\_  
 **Application NOT Sufficient (date)** \_\_\_\_\_  **Application Sufficient (date):** \_\_\_\_\_  
**Entered into Project List:** \_\_\_\_\_