COUNTY OF MAUI
DEPARTMENT OF PLANNING
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Application Packet for a COMPREHENSIVE SIGNAGE PLAN (CSP)

Download an electronically fillable PDF of this form at:
http://www.co.maui.hi.us/index.aspx?NID=12029

Is this application to amend an existing CSP? ☐ **Yes** ☐ **No** **Record Number: CSP-** _____

PROJECT NAME / PROPERTY ADDRESS & INFORMATION	
PROJECT NAME OR BUILDING NAME (for a named building): ***(If project name is not provided here or in the plan, the project's address will be used.)***	**TAX MAP KEY NUMBER (TMK):**
PROJECT ADDRESS (STREET ADDRESS OF PROPERTY):	**CITY, STATE, & ZIP CODE:**
COUNTY ZONING:	**OTHER LAND DESIGNATIONS:**

OWNER INFORMATION		APPLICANT INFORMATION	
NAME(S) OF PROPERTY OWNER(S):		**NAME OF APPLICANT:**	
STREET ADDRESS:		**ADDRESS:**	
CITY, STATE, & ZIP CODE:		**CITY, STATE, & ZIP CODE:**	
E-MAIL ADDRESS:	**PHONE NUMBER:**	**E-MAIL ADDRESS:**	**PHONE NUMBER:**

SIGN REGULATIONS AND THE COMPREHENSIVE SIGNAGE PLAN (CSP) IN MAUI COUNTY

- Maui County Code Chapter 16.13 - Commercial Signage (MCC §16.13), regulates signage in most areas of Maui County. A comprehensive signage plan is required by MCC §16.13 for multi-tenant buildings and lots when a sign permit is required. (https://www.municode.com/library/hi/maui_county/code_of_ordinances)
- **Important Note**: Per MCC §16.13.020, additional regulations and guidelines may apply for signage in the county Historic Districts, Country Town Business Districts (B-CT), zoned project districts, the Wailuku Redevelopment Area (MRA), the Special Management Area (SMA), and other specially designated areas. **Before completing this form, contact the Department of Planning (Department) to determine if this form is appropriate and for additional requirements in these areas**.

DESCRIPTION, CONTENTS, AND USE OF A CSP

- A CSP is a document that provides for an integrated design for signs on a *lot*. It specifies the: sign message type, physical kind, materials, size, and location of signs, etc., as allowed by the owner of the *lot* and as approved by the Department in accordance with MCC §16.13 and other applicable regulations.
- The contents of a CSP are:
  1. An approval letter prepared by the Department, which includes conditions of approval that apply to signage on the *lot*; and
  2. A plan, prepared by the applicant, that includes: a cover page and table of contents, a location map, a sign table (template/example attached), a *lot* site plan, building & tenant site plan, building elevations/sections, and proposed design guidelines to create an integrated design for signs throughout the *lot* (These are from checklist item 6 on page 2. If present on the *lot*, the following *sign types* are required to be included in the CSP: *building identification, business identification, window, promotional, and ground,*).
- Use of the CSP: sign permit applications and installation inspections are reviewed for compliance with the CSP. The landlord provides a copy of the CSP to all tenants on the *lot*.

CSP CHECKLIST OF REQUIRED SUBMITTALS

General Notes:

- Incomplete application packets will delay processing and be returned to the applicant.
- When the CSP is ready to be approved, additional hard copies and a final PDF will be requested.

☐ **1.** A **non-refundable filing fee**, payable to *County of Maui, Director of Finance*. See Fee Schedule, Table B., "Other Sign Permits," available at the County of Maui website under "Development Permits, Applications & Reviews" at: http://www.co.maui.hi.us/index.asp?nid=1315.

☐ **2.** A PDF (digital media) of all submittals for items 3, 4, 5, and 6A-6G below; and hardcopies on 8.5" x 11" sheets of paper. In the case of larger projects and buildings, 11" x 17" plans are acceptable.

☐ **3.** **Evidence that the applicant is the owner of the parcel.** If the applicant is not the owner, submit a ***notarized letter of authorization*** from the legal owner authorizing the applicant to apply for the CSP.

☐ **4.** A completed ***Comprehensive Signage Plan (CSP) Application & Checklist of Required Submittals***

☐ **5.** **For Amendments to Existing CSPs, include a complete copy of the existing CSP & approval letter.**

☐ **6.** A ***Comprehensive Signage Plan*** that includes the following minimum requirements:

☐ **A. Title Page & Table of Contents**:

1) Include the project name, *lot* address, and all TMK(s) included in the CSP.

2) The page numbers of items B through G, below.

☐ **B. Location Map**

1) Identify the subject property, surrounding properties, and nearby streets.

☐ **C. Sign Table** Include all signs of the following *sign types*, if present: *building identification, business identification, window, promotional, and ground*. Other *sign types* may be optionally included separately of the required types. (Use the blank table provided on page 3 and refer to page 4 for typical examples.)

☐ **D. *Lot* Site Plan** (drawn to scale, measured in feet and inches, and showing):

1) The complete *lot* (including the metes & bounds for each TMK).
2) The *Lot Frontages* (length of a side of the *lot*, facing an adjacent street or public right of way).
3) Label or number each building.
4) The *Building Frontages* (length of a building side, facing an adjacent street or public right of way).
5) The *Building Setbacks* (shortest distance between a building and a lot line with an adjacent street, measured perpendicular to the face of the building).
6) The *Ground Signs* (location, orientation, and distance to the property line(s).

☐ **E. Building & Tenant Site Plan** (drawn to scale, measured in feet and inches, and showing):

1) Label or number each building and each tenant space.
2) The boundaries of each *Business Establishment* (the boundaries of each tenant unit).
3) The *Business Frontage* of each *Business Establishment* (length of the front of each tenant unit).
4) The locations where signs are proposed (designated sign areas).

☐ **F. Building Elevations/Sections** (drawn to scale, measured in feet and inches, and showing):

1) Building elevations (Clear building depictions of the building sides from the ground to the roof top. These may be scaled drawings, photographs, or photomontages.).

2) Identify on the building elevations the locations of where signs are proposed to be installed.

a) For *wall signs*, a general bounded area of the wall may be specified to allow for variation in sign placement and changes in tenancy.

b) For *hanging signs*, *projecting signs*, or other physical kinds that are not clearly depicted by elevation views, sectional or other views may be required.

☐ **G. Proposed Design Guidelines to create consistency of signs throughout the parcel**

1) These guidelines may be in text and/or image format and include information such as the sign message type, physical kind, materials, colors, size, details of mounting, illumination, and scaled renderings of how the signs will appear when erected.

2) From the **Sign Table**, include all required *sign types* that are proposed.

3) It is recommended to indicate which signs are provided by the landlord and which signs are provided by the tenant.

Comprehensive Signage Plan **SIGN TABLE** - Table of Sign Properties as Regulated by Maui County Code §16.13, Commercial Signs

Project Name:	**Address:**	**TMK:**
County Zoning:	**Special Districts:**	

NAME OF THE: BUILDING, TENANT UNIT, OR STREET FRONTAGE (ON WHICH A SIGN IS LOCATED)	**NAME OF EACH SIGN**	**These items exclusively from MCC §16.13, Definitions and Tables.**				**MAXIMUM SIZE ALLOWED BY CSP** (IN SQ FT) (up to the maximum size allowed by §16.13)	**WHERE TO FIND THE SIGN IN THE CSP (PAGE NOS.)** **OTHER NOTES** (Such as if Sign is by landlord or tenant)
		SIGN TYPE (MESSAGE TYPE)	**SIGN KIND** (PHYSICAL KIND)	**NAME OF STREET AND SETBACK** (IN FEET) **OF THE BUILDING OR THE GROUND SIGN FROM THE STREET**	**BUILDING, BUSINESS OR, LOT FRONTAGE** (IN FEET)		

NOTES: Include all *signs* proposed on the *lot* that may require permits per MCC §16.13. Other *sign types* are optional. Use multiple tables, if needed.

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EXAMPLE SHEET: Comprehensive Signage Plan **SIGN TABLE** - Table of Sign Properties as Regulated by Maui County Code §16.13, Commercial Signs

Project Name:	**Address:**	**TMK:**
County Zoning:	**Special Districts:**	

NOTE: The concept of the table is to list the signs so that it is easy to locate an individual sign throughout the CSP. Here are four organizing tips:

1. Where there are multiple buildings on a *lot*, the tenant units and signs of each building are listed in sequence (Also, by floor in a building)
2. For simpler projects, the signs are listed together first by *sign type* and then by location in some logical order.
3. *Sign types*, such as *window* or *promotional signs,* that may have the same "rules" in the CSP for all tenants can be listed once in the table.
4. Give tenant units individual location-based names. Do not use the names of existing tenants: tenants change over time.

NAME OF THE: BUILDING, TENANT UNIT, OR STREET FRONTAGE (ON WHICH A SIGN IS LOCATED)	**NAME OF EACH SIGN**	**These items exclusively from MCC §16.13, Definitions and Tables.**				**MAXIMUM SIZE ALLOWED BY CSP (IN SQ FT) (up to the maximum size allowed by §16.13)**	**WHERE TO FIND THE SIGN IN THE CSP (PAGE NOS.)** **OTHER NOTES (Such as if sign is by landlord or tenant)**
		SIGN TYPE **(MESSAGE TYPE)**	***SIGN KIND*** **(PHYSICAL KIND)**	**NAME OF STREET AND SETBACK (IN FEET) OF THE BUILDING OR THE GROUND SIGN FROM THE STREET**	**BUILDING, BUSINESS OR, LOT FRONTAGE (IN FEET)**		
Building A (3-unit, 2-story building)	B.1	Building ID	Wall	Main Street 50 ft.	45 ft.	32 sq. ft.	List all page numbers. where each sign is referenced
Unit A-100	A-100.1	Business ID	Wall	1st Street 20 ft.	40 ft.	24 sq. ft.	Pgs: _…
Unit A-101	A-101.1	Business ID	Wall	1st Street 20 ft.	60 ft.	30 sq. ft.	Pgs: _…
Unit A-101	A-101.2	Business ID	Hanging	Main Street 50 ft.	45 ft.	16 sq. ft.	Pgs: _…
Unit A-200	A-200.1	Business ID	Wall	1st Street 20 ft.	100 ft.	33 sq. ft.	Pgs: _…
Unit A-200	A-200.2	Business ID	Projecting	Main Street 50 ft.	45 ft.	16 sq. ft.	Pgs: _…
Building B (1-story, 2 unit building)	NA, no Building ID sign	--	--	--	--	--	--
Unit B-100	B-100.1	Business ID	Wall	Main Street 50 ft.	25 ft.	24 sq. ft.	Pgs: _…
Unit B-101	B-101.1	Business ID	Wall	Main Street 50 ft.	40 ft.	24 sq. ft.	Pgs: _…
All Tenant Units	NA	Window	NA	NA	NA	50% of available window area	See building elevations for any additional information
All Tenant Units	NA	Promotional	Banner	NA	NA (Signs are the minimum size.)	12 sq. ft.	See Pgs: _, _, _ for additional requirements.
Main Street Frontage	G.1	Ground	Ground	Main St., 5 ft. 1st St., 15 ft.	Main St., 150 ft.	32 sq. ft.	Pgs: _, _, _

NOTES: Include all *signs* proposed on the *lot* that may require permits per MCC §16.13. Other *sign types* are optional. Use multiple tables, if needed.