



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

Download an electronically fillable PDF of this form at:
<http://www.co.maui.hi.us/index.aspx?NID=1280>

Any changes from an existing CSP, require a new CSP application. Record Number: CSP- _____

PROJECT NAME / PROPERTY ADDRESS & INFORMATION			
PROJECT NAME OR BUILDING NAME (for a named building): (If project name is not provided <u>here</u> the project's address will be used.)		TAX MAP KEY NUMBER(S) (TMK(S)):	
PROJECT ADDRESS (STREET ADDRESS OF PROPERTY):		CITY, STATE, & ZIP CODE:	
COUNTY ZONING:		SPECIAL MANAGEMENT AREA (YES OR NO):	
OWNER INFORMATION (Attached additional sheets if necessary)		APPLICANT INFORMATION	
NAMES OF ALL PROPERTY OWNERS:		NAME OF APPLICANT:	
STREET ADDRESS:		ADDRESS:	
CITY, STATE, & ZIP CODE:		CITY, STATE, & ZIP CODE:	
E-MAIL ADDRESS:	PHONE NUMBER:	E-MAIL ADDRESS:	PHONE NUMBER:
APPLICANT SIGNATURE:			

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

- Maui County Code Chapter §16.13 - Commercial Signs, regulates signs (as defined) 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. For CSPs, "lot" may include multiple parcels "if developed or used as a single project". https://www.municode.com/library/hi/county_of_maui/codes/code_of_ordinances
- **Important Note:** Per MCC §16.13.020, additional regulations and guidelines may apply for signs 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.**
- This application is only for commercial sign-related requirements that are regulated, reviewed, approved and enforced by the County in accordance with MCC §16.13. The County will administer and enforce only the sign: type, kind, quantity, size, and location. The Landlord and tenant may independently agree to more detailed guidelines that are consistent with MCC §16.13 and this CSP, and are not prohibited by MCC 16.13.150.

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: type, kind, quantity, size, and location; as allowed by the owner(s) of the *lot* and as approved by the Department in accordance with MCC §16.13 and other applicable regulations.
- All signs on the lot must be included in the CSP. Signs not included in the CSP are prohibited.
- Use of a 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*.
- All changes to an existing CSP require a new CSP and CSP application.

CSP CHECKLIST OF REQUIRED SUBMITTALS

General Notes:

- Incomplete application packets will delay processing and be returned to the applicant.
- When the Director is ready to approve the CSP, we will request two hard copies and a final PDF.

1. A completed **Checklist of Required Submittals**
2. A **non-refundable filing fee**, payable to *County of Maui, Director of Finance*. See [Table B, Fee Schedule](#), at: <http://www.co.maui.hi.us/index.asp?nid=1315>.
3. A PDF (digital media) of all submittals; and one hardcopy on 8.5"x11" paper (11"x17" paper only if necessary).
4. Included **Ownership documentation for the recorded owner(s) / lessee(s) of record** (for each lot).
- Included N/A For **any lot not owned by an individual(s)** (corporations, trusts, etc.), also provide documents identifying the individual(s) authorized to sign on behalf of the owner(s).
- Included N/A For **any lot not owned by the applicant**, also provide a letter(s) of authorization from the legal owner(s) giving permission to allow the applicant to represent the owner(s) on this application.
5. **A copy of the current CSP & approval letter, unless this application is for the first ever CSP for the lot.**
6. A **Proposed 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 F, below.
- B. Location Map:**
- ___1. Identify the subject property, surrounding properties, and nearby streets.
- C. Sign Table** Include all signs on the lot.
- ___1. 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 adjacent to a street, measured perpendicular to the face of the building).
- ___6. The *Ground Signs if any* (location, orientation, and distance to the property line(s)).
- E. Building & Tenant Unit Site Plan** (drawn to scale, measured in feet and inches, and showing):
- ___1. Label or number each building and each tenant unit.
- ___2. The boundaries of each tenant unit.
- ___3. The *Business Frontage* of each tenant unit (length of the front of each tenant unit).
- ___4. The locations where signs are proposed (designated sign areas).
- F. Building Elevations:** (measured in feet and inches, and showing):
- ___1. Clear building depictions of the building sides from the ground to the roof top. These may be photographs, photomontages, or scaled drawings.
- ___2. Identify on the building elevations the exact locations of where signs are proposed to be installed.
- a) For *wall, window, hanging, projecting, and roof signs*; provide an outline of each sign showing a uniform location and outline-shape on each side of a building, which shall be limited in size and shape to the maximum allowed by the owner.
- b) For *hanging signs, projecting signs, roof signs*, or other physical kinds that are not clearly depicted by elevation views, sectional or other views may be required.

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:
 1. Include all signs proposed on the lot and use multiple tables, if needed.
 2. Multiple adjoining tenant units occupied by one tenant shall be considered to be one business frontage. Changes in sign size and placement caused by reconfiguring tenant units (business frontage) shall be determined by the more restrictive of the CSP or the county code.

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

Project Name: <i>EXAMPLE SHEET</i>	Address:	TMK:
County Zoning:	Special Districts:	

1. Where there are multiple buildings on a *lot*, the tenant units and signs of each building shall be listed in sequence by building floor and tenant unit.
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	1 st Street 20 ft.	40 ft.	24 sq. ft.	Pgs: ____
Unit A-101	A-101.1	Business ID	Wall	1 st 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	1 st 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. 1 st St., 15 ft.	Main St., 150 ft.	32 sq. ft.	Pgs: __, __, __

NOTES: Include all signs proposed on the lot and use multiple tables, if needed.