



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): <i>(If project name is not provided <u>here</u> the project's address will be used.)</i>		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 <i>(Attached additional sheets if necessary)</i>		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](https://www.municode.com/library/hi/county_of_maui/codes/code_of_ordinances)
- **Special Districts:** 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 that require a permit and may be shared by numerous tenants such as Ground, Building ID, and Directory signs on the lot must be included in the CSP.
- Use of a CSP: sign permit applications for the above listed signs are reviewed for compliance with the CSP. 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 a hard copy 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 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 D, below.
- B. Location Map:**
- \_\_\_1. Identify the subject property, surrounding properties, and nearby streets.
- C. Sign Table** Include all potentially shared signs such as Ground, Building ID, and Directory on the lot.
- \_\_\_1. Use the blank table provided on page 3 and refer to page 4 for typical examples.
- \_\_\_2. Include the following statement in the sign table: "All business ID signs will be generally located above each business entry door, or centered between the demising walls of the tenant space. "
- 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 for any building that will contain a Building ID or Directory sign (length of a building side, facing an adjacent street or public right of way).
- \_\_\_5. The Building Setbacks for any building that will contain a Building ID or Directory sign (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)*. Include location, orientation, and distance to the property line(s).

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 OR STREET FRONTAGE (ON WHICH A SIGN IS LOCATED)	NAME OF EACH SIGN (AS IDENTIFIED ON SITE PLAN)	These items exclusively from MCC §16.13, Definitions and Tables.				MAXIMUM SIZE ALLOWED BY Maui County Code (IN SQ FT)	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 OR LOT FRONTAGE (IN FEET)		

**NOTES:**

1. Include all signs proposed on the lot that may be shared by numerous tenants such as Ground, Building ID, and Directory. Use multiple tables, if needed.
2. All business ID signs will be generally located above each business entry door, or centered between the demising walls of the tenant space.

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

<b>Project Name:</b>	<b>Address:</b>	<b>TMK:</b>
<b>County Zoning:</b>	<b>Special Districts:</b>	

1. Where there are multiple buildings on a lot, the signs of each building shall be listed in sequence by building and/or location.

NAME OF THE BUILDING OR STREET FRONTAGE (ON WHICH A SIGN IS LOCATED)	NAME OF EACH SIGN (AS IDENTIFIED ON SITE PLAN)	These items exclusively from MCC §16.13, Definitions and Tables.				MAXIMUM SIZE ALLOWED BY Maui County Code (IN SQ FT)	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 OR LOT FRONTAGE (IN FEET)		
<b>Building A</b> (3-unit, 2-story building)	Building A-ID	Building ID	Wall	Main Street 50 ft.	45 ft.	32 sq. ft.	List all page numbers. where each sign is referenced
Building A	Building A-DIR	Directory	Wall	Main Street 50 ft.	45 ft.	16 sq. ft.	Pgs: ....
Main Street Frontage	Building A Ground 1	Ground	Ground	Main St., 5 ft.	Main St., 95 ft.	16 sq. ft.	Pgs: ....
<b>Building B</b> (6-unit, 1-story building)	Building B-ID	Building ID	Projecting	Middle St., 100 ft.	80 ft.	16 sq. ft.	Pgs: ....
Building B	Building B-DIR	Directory	Wall	Middle St., 100 ft.	80 ft.	16 sq. ft.	Pgs: ....
Middle Street Frontage	Building B Ground 2	Ground	Ground	Middle St., 5 ft.	Middle St., 200 ft.	32 sq. ft.	Pgs: _ , _ , _

**NOTES:** Include all signs proposed on the lot that may be shared by numerous tenants such as Ground, Building ID, and Directory. Use multiple tables, if needed.