Multi-Tenant Sign Program

Monterey City Code section 31-5.E states that a Multi-Tenant Sign Program is required for all multi-tenant buildings when signs for more than one tenant will be displayed. If an existing multi-tenant building does not have an approved sign program, no new or additional sign may be installed until a program has been approved for the site. The primary purpose is to improve the appearance of existing and future multi-tenant buildings. An approved sign program will also save property owners, tenants, and the City considerable time and expense by outlining acceptable signage up front. Once approved, a Multi-Tenant Sign Program runs with the property and can be used by all future tenants.

The Multi-Tenant Sign Program may be developed and submitted by any interested party, though it is recommended that the property owner or manager be involved as it will impact future tenants of the building. A Multi-Tenant Sign Program can be approved administratively by staff if it is wholly consistent with the Sign Ordinance, Citywide Sign Guidelines, and applicable Area or Specific Plans. If it is not wholly consistent, it will need Architectural Review Committee approval. Once the sign program is approved, all future signs can be approved administratively, saving time and expense.

The initial sign program will be evaluated against the Sign Ordinance, the Citywide Sign Guidelines and any other applicable regulations. If necessary, staff will recommend any additional changes to bring the proposal into conformance.

### TYPICAL MULTI-TENANT SIGN PROGRAM REVIEW PROCESS

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>STAFF</th>
<th>ARC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START HERE</strong> Submit Application</td>
<td>Review Application for Completeness</td>
<td>Continued for redesign</td>
</tr>
<tr>
<td>Make Corrections/Additions to Application</td>
<td>Incomplete</td>
<td>Committee Review</td>
</tr>
<tr>
<td>Submit for Building Permits at <a href="mailto:gogreen@monterey.org">gogreen@monterey.org</a> or (831) 646-3891</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Appeal within 10 days</td>
<td>Wholly consistent with design guidelines?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Fees (see current fee schedule)**
- Multi-tenant Sign Program Application
SUBMITTAL CHECKLIST
Every application must include both Application Forms and Plans. The specific requirements are described below.

APPLICATION FORMS
- Project Application Form
  - This form has three pages. Complete all three pages with necessary signatures.

PART I – SITE PLAN
- Provide a site plan or satellite view showing the building and sign locations.

PART II – BUILDING
- Provide drawing or photograph of building.
- Identify general location of proposed signs.
- Show total width of building.
- Photo-simulations are acceptable.
- Show horizontal distance between sign and nearest building entrance.
- Show vertical distance between bottom of sign and ground.
- Show distance between signs.

PART III – SIGN DETAIL
- Provide a detail of each sign.
- Include materials, dimensions, letter sizes, etc.
- Include lighting details (cut sheets for lamp, and bulb intensity in watts or lumens). Include section drawing of sign showing how lighting works.
- Exact wording not required.

PART IV – SIGN SUMMARY TABLE
- Provide sign height, width, thickness, and area.
- Include total sign area of existing and proposed signs.
- Provide building width and total number of tenants.

<table>
<thead>
<tr>
<th>Sign</th>
<th>Height</th>
<th>Width</th>
<th>Thickness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign A</td>
<td>3</td>
<td>10</td>
<td>1&quot;</td>
</tr>
<tr>
<td>Sign B</td>
<td>5</td>
<td>2</td>
<td>1/2&quot;</td>
</tr>
<tr>
<td>Sign C</td>
<td>4</td>
<td>2</td>
<td>1/2&quot;</td>
</tr>
</tbody>
</table>

Building Width | 50 | 10 square feet
Number of Tenants | 4 | 0 square feet

TOTAL SIGN AREA | 40 square feet

1 At the discretion of the Community Development Director or designee, submittal of any checklist items may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to submittal of an application.