



CITY OF FRANKFORT  
PLANNING & COMMUNITY  
DEVELOPMENT  
P.O. Box 697  
Frankfort, Kentucky 40602  
Phone: (502) 352-2094 Fax: (502) 875-8502  
www.frankfort.ky.gov

**OFFICE USE ONLY**

Received: \_\_\_\_\\_\_\_\_\\_\_\_\_

Payment Amt: \$ \_\_\_\_\_

SPP No: \_\_\_\_\_

Meeting: \_\_\_\_\_

**APPLICATION FOR SIGN PACKAGE PLAN**

**A. Sign Contractor Information:**

- Name: \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Mailing address: \_\_\_\_\_  
\_\_\_\_\_
- Phone : \_\_\_\_\_ Fax: \_\_\_\_\_
- City of Frankfort Business License  Yes  No License # \_\_\_\_\_  
*(required for anyone other than owner installing any type of sign or replacing signs)*

**B. Applicant/Owner Information:**

- Business Name: \_\_\_\_\_
- Mailing address: \_\_\_\_\_  
\_\_\_\_\_
- Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

**C. Site/Building Information**

- Linear footage of lot (along street): \_\_\_\_\_
- Width of bldg. facade(s) \_\_\_\_\_
- Width of tenant space to which sign(s) will be attached \_\_\_\_\_
- Site address and unit #: \_\_\_\_\_

**D. Sign Specifications**

- Sign Type:  Pole/Pylon  Building Fascia  Ground/Monument  
 Directional  Special Purpose  Projecting  Temporary
- # of Existing Signs \_\_\_\_\_ Dimensions of each: \_\_\_\_\_
- # of Proposed Signs \_\_\_\_\_ Dimensions of each: \_\_\_\_\_
- Total Existing Square Footage of signs: \_\_\_\_\_
- Total Proposed Square Footage of signs: \_\_\_\_\_
- Clearance below proposed sign: \_\_\_\_\_ Height of proposed sign \_\_\_\_\_
- Are any of the existing signs non-conforming?  Yes  No  not known

**B. SIGN PACKAGE PLAN INFORMATION**

1. A brief explanation of basis for request (when amending a previously approved plan):

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**C. SUPPLEMENTAL ITEMS**

The following items must be attached to the application as supporting information to this request:

- A. Front building elevation(s), indicating lengths of individual storefronts, location(s) of signs, and the maximum sign area for each individual business sign.**
- B. Location of development identification sign, if any, indicating the setbacks, and maximum sign area for this sign.**
- C. Drawings, to scale, of all signs proposed for the Planned Unit Development, including dimensions (height and width).**
- D. Color Schemes and Designs for all Signs**
- E. The types of structures that will be used to support each sign.**
- F. A filing fee of \$300 is required. Checks should be made payable to the Frankfort/Franklin County Planning Commission.
- G. Names and mailing addresses of adjacent property owners on an 8 ½ ” X 11” piece of paper as listed by the Franklin County Property Valuation Administrator’s office. (502) 875-8780.

\_\_\_\_\_  
Signature of Property Owner(s)/applicant

\_\_\_\_\_  
Date:

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13.21 Sign Package Plan Required in Planned Unit Development Zone District (PR, PM, PC). In any newly proposed or existing Planned Unit Development Zone District, a Sign Package Plan shall be prepared by the developer and approved by the Planning Commission at the same time the Final Development Plan is approved. In the event that an existing Planned Unit Development shopping center does not have an approved development plan, a Sign Package Plan only will be required for Planning Commission approval for the entire development, not per individual tenant. The Director of Planning can administratively approve signage when proposal is consistent and compatible with other signage in the overall development

The Sign Package Plan shall establish the maximum size, the prototypical design, and the number of signs that will be allowed within the subject planned development. After the Planning Commission has approved the Sign Package Plan, the Planning & Community Development shall be authorized to issue sign permits for businesses when the requested sign is in compliance with the approved Sign Package Plan. No permit for any sign shall be issued unless it is in compliance with the approved Sign Package Plan.

**The sign package plan shall include the following information:**

- A. Front building elevation(s), indicating lengths of individual storefronts, location(s) of signs, and the maximum sign area for each individual business sign.**
- B. Location of development identification sign, if any, indicating the setbacks, and maximum sign area for this sign.**
- C. Drawings, to scale, of all signs proposed for the Planned Unit Development, including dimensions (height and width).**
- D. Color Schemes and Designs for all Signs**
- E. The types of structures that will be used to support each sign.**

The Sign Package Plan, once approved, shall become a part of the Final Development Plan. Any change to this portion of the plan shall require that an Amended Final Development Plan be submitted by the Developer/Owner of the Planned Unit Development for approval by the Planning Commission. However, a change to the name or occupant shall not require a submittal of an amended sign package plan, if the replacement sign is in compliance with the original approved plan.