

SIGN PERMIT APPLICATION CHECKLIST: The following information is required for all Land Use Permits for signs, unless waived by the Land Use Administrator. The applicant shall submit ___ copies of the Sign Plan and documents listed below. *(Reference Article 5, Section 5.40 E)*

REVIEW CRITERIA. In addition to the General Review Criteria found in Article 5, Section 5.40, applications for Signs must address the following criteria:

- All signs shall be entirely located on private property and shall not be placed on or over road easements or rights-of-way.
- Signs shall not obstruct visibility or obstruct ingress or egress.
- Signs shall not display open light bulbs.
- Signs shall have adequate clearance from power lines.
- Signs shall be designed to withstand wind; to meet electrical codes; to be integrated into building design.
- Signs shall not be permitted to have moving parts, or electronically flashing or changing message.
- Lighting from illuminated signs shall not adversely affect surrounding properties.
- No sign shall be placed on a property without the written consent of the owner.
- Signs shall not create a negative impact on traffic due to illumination or location.
- No sign shall be designed in such a way that it might be confused with a traffic control device.
- Permission of the Colorado State Highway Department shall be required for signs located along State Highways.

Applicant

Land Use Administrator

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|---|--------------------------|
| <input type="checkbox"/> Site Plan indicating the location of all signs in relation to property lines. | <input type="checkbox"/> |
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| <input type="checkbox"/> Sign Plan. Elevation drawing of each proposed sign, drawn to scale, with the dimensions of the sign indicated. | <input type="checkbox"/> |
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| <input type="checkbox"/> Permit application signed by the property owner. | <input type="checkbox"/> |
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| <input type="checkbox"/> Permit from the Colorado State Highway Department for signs adjacent to State Highways. | <input type="checkbox"/> |
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| <input type="checkbox"/> Description of the method of sign illumination, if any. | <input type="checkbox"/> |
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| <input type="checkbox"/> A scale drawing of the proposed sign that includes exact dimensions and area calculations, text, and color and materials | <input type="checkbox"/> |
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| <input type="checkbox"/> Permit Fee | <input type="checkbox"/> |
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| <input type="checkbox"/> Electrical and engineering data sufficient to prove the safety and reliability of the proposed sign | <input type="checkbox"/> |
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| <input type="checkbox"/> Name, address and telephone number of Owner, Applicant (if not owner), and person who prepared the application. If the owner is not the applicant, the application must be signed by the owner, or a letter authorizing the applicant to submit the application on behalf of the owner must be provided. | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |

