



Sign Off & Submittal Requirements Form

For Office Use

Pre-Submittal Meeting Date _____

Planner Initials _____

Identifier _____

Pre-Submittal Code _____

Sign Permit

To be considered complete, this checklist must accompany all of the materials listed below. **A pre-submittal meeting is also required** and may be completed in person, over the phone or via email depending on project complexity. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Please submit all items in a PDF format.

Submittal Requirement		Notes
1	Proof of Ownership—Routt County Assessor printout or other documentation	
2	Sign Data Sheet	
3	Sign Exhibit—scaled rendering of sign	
4	Site Plan—location of sign on site	
5	Elevation drawing—location of sign on façade	
6	Lighting specs—type & specs of proposed lighting	
7	Alternative compliance request	
8	Other	



Sign Off & Submittal Requirements Form

ALL Property Owner Signatures Required

I hereby affirm that I am the lawful owner of the parcel(s) this application is concerning. I further authorize the applicant to submit this application and supporting materials for the applicable departmental review by the City of Steamboat Springs.

Signature

Date

Signature

Date

Applicant Signature Required

I, the applicant, affirm that this proposal complies with all CDC regulations and standards, unless specifically requesting a variance, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further. In submitting this application, I affirm that all information contained within is true and correct.

Signature

Date



Permanent Sign Permit Data Sheet

Instructions: Fill out this sheet with the attributes for each sign covered by your permit. Up to 4 signs may be included on one permit for one location for the base fee. Additional signs at the same location may be included for an additional fee.

Sign Type

<input type="checkbox"/> Wall	<input type="checkbox"/> Window	<input type="checkbox"/> Marquee
<input type="checkbox"/> Projecting/Projected	<input type="checkbox"/> Free Form	<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Historic
<input type="checkbox"/> Other (describe)		
<input type="checkbox"/> Changeable Message	<input type="checkbox"/> Manual	<input type="checkbox"/> Electronic

Site Info

Physical Address of Sign Location (including unit #):

Sign Plan number or approved Adjustment number,
if applicable:

Linear Primary Frontage (*in feet*):

Linear Secondary Frontage (*in feet*) (*if applicable*):

Acknowledgement

As the applicant, I understand that all required materials must be submitted prior to review, and the Sign Permit application shall be approved in writing by the Department of Planning and Community Development prior to the installation of any signage. I understand that a sign permit does not constitute approval of a land use. The department accepts no responsibility for any signs that have been constructed prior to approval, which do not comply with standards, approval criteria, a Sign Plan, or any requirements in the Community Development Code.

Signature and printed name of Use Owner/Applicant

Date

Signature and printed name of Property Owner

Date