

Sign Plan Application

A Sign Plan may vary standards to achieve the minimum allowable signage per use or achieve a result that is better than the standard.

A Sign Plan shall not vary or modify:

- any standard that requires an Adjustment
- any standard that creates a nonconformity or results in an increase of a nonconformity
- any sign that has been approved by an Adjustment
- anything that is prohibited by Article 5
- any sign that is nonconforming, abandoned, or illegal

Name of lot, building, or Project Area: _____

Physical Address of property: _____

Name of Property Owner/Applicant: _____

Phone: _____ Email: _____

Name of Contact Person/Sign Contractor: _____

Phone: _____ Email: _____

Reason for the Sign Plan: _____

Is the application proposed under Section 712.B.3? *Circle one* Yes No

- The following items **MUST** be submitted as part of this application:
- Proof of Ownership:** Printout from the Routt County Assessor’s webpage.
 - Standards document:** Should outline all standards that are varied.
 - Site Plan:** Scaled drawing showing location of all existing structures, existing and proposed signs and site limitations as listed in Section 508.B.
 - Plan Set:** Showing all building elevations and existing and proposed signs.

As the applicant, I understand that all required application materials must be submitted prior to review, and the Sign Plan must be approved in writing by the Department of Planning and Community Development prior to the installation of any signage. The department accepts no responsibility for signage that has been constructed prior to approval or which does not comply with any requirements set forth in the Community Development Code.

Signature and printed name of Applicant **Date**

Signature and printed name of Property Owner (required) **Date**

Conditions of Approval:

Approval:

Approved by _____

_____ Date

Associated Development or Sign Permit Numbers:

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Amendment:

Nature of Amendment:

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Approved by _____

_____ Date

Amendment:

Nature of Amendment:

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Approved by _____

_____ Date