

Master Sign Plan Application

Master Sign Plans are required for all multiple-tenant buildings and shall govern all signage at this location erected after the date of approval of this plan.

Permit Fee: \$350

All fields are required

Name of Development _____

Name of Development Owner/Applicant: _____

Applicant Mailing Address: _____

Telephone: _____ Email: _____

Name of Contact Person/Sign Contractor: _____

Telephone: _____ Email: _____

Physical Address of Development: _____

Major Adjustments Incorporated in Plan: _____

The following items **MUST** be submitted as part of this application

- Proof of Ownership:** Printout from the Routt County Assessor's webpage
- Rules document:** Written rules for signage materials and size on a general, per-façade, or per-tenant basis, and the location of any item to be located over the City ROW.
- Site Plan:** Drawn to scale showing location of existing buildings and monument sign areas
- Plan Set:** Showing all building elevations with hatched areas where signage may be placed
- Lighting Specs:** Type and specifications of proposed lighting and materials
- Revocable License Application:** (if applicable)

NOTE: You will need to call 811 and get utility locates prior to conducting underground work.

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

Signature and printed name of Business Owner/Applicant

Date

Signature and printed name of Property Owner (required)

Date

To be filled out by the City of Steamboat Springs

Conditions of Approval:

Approval:

Approved by _____ Date _____