

SUMMIT COUNTY PLANNING DEPARTMENT



SUBMITTAL REQUIREMENTS FOR MINOR SIGN PROGRAMS AMENDMENTS TO EXISTING SIGN PROGRAMS

CLASS 2 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 2 development review application for a minor amendment to a sign program, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a zoning amendment.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		5. Narrative: Narrative on how the signs will comply with the Sign Material requirements of Section 9201, Quality of Construction requirements of Section 9202, and the Sign Readability requirements of Section 9203.
		B. Graphic Material
		1. Vicinity Map
		2. Site Plan (1”:10’, 1”:20’ or 1”:30’ scale) including: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed or existing building or structure layout. <input type="checkbox"/> Proposed or existing parking area layout per Section 3700 et seq. and Chapter 5 of the Code, including but not limited to: <ul style="list-style-type: none"> ✓ Alignments and names of streets that border the site. ✓ Configuration of proposed driveways or other accessways. ✓ Parking areas showing the dimensions of parking stalls and aisles or driveways, handicapped parking spaces and required signage, pavement striping and markings, parking area signs, location of plazas, curbs, gutters, sidewalks, walls and fences, parking area lighting, parking area landscaping, and any required loading/unloading areas. ✓ Spot elevations of proposed parking areas and associated aisles or driveways. ✓ Refer to Section 3700 and review the detailed parking requirements of the Code. <input type="checkbox"/> Site plan showing the location of each ground-mounted sign relative to existing or proposed

		<p>development and improvements, such as buildings and structures, trails, driveways, and parking areas.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed or existing landscaping plan per Section 3600 et seq. of the Code. <input type="checkbox"/> Proposed or existing grading and drainage plan, with proposed grading shown in a USGS datum with two foot contour intervals by solid lines and spot elevations on any foundations, parking areas, trails, sidewalks and roadways. <input type="checkbox"/> If any signs are to be wall-mounted, elevations to scale showing the location of each sign on the building surface and its position relative to the floors in the building, roof lines, door and window openings. <input type="checkbox"/> If any signs are to be ground or pole mounted, elevations showing the location of each sign relative to adjacent buildings and grades, and the intended dimensions of the sign. <input type="checkbox"/> Drawing to scale showing the size, shape and design of each sign. <input type="checkbox"/> All plans shall be completed in a professional, workmanlike manner. Freehand drawings are not acceptable. <input type="checkbox"/> Drawing showing coloring and materials to be used <input type="checkbox"/> Method and amount of illumination, if any. <input type="checkbox"/> Lettering type, style, and height.
		C. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		2. Number of Copies Required: <ul style="list-style-type: none"> <input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11". <input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11". <input type="checkbox"/> 4 copies of the written materials.
		3. The Planning Department may require you to submit additional information needed for review of your application.

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Sign Program Amendment Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____