

# SUMMIT COUNTY PLANNING DEPARTMENT



## SUBMITTAL REQUIREMENTS FOR SIGN PROGRAMS AND MAJOR AMENDMENTS TO EXISTING SIGN PROGRAMS

### CLASS 4 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 4 development review application for a sign program or a major 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)	<b>A. Written Material</b>
		<b>1. Application Form:</b> Attached to the packet.
		<b>2. Letter from Property Owner(s):</b> 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 sign program or amendment.
		<b>3. Legal Description and Acreage:</b> If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		<b>4. Preliminary Title Report:</b> An applicant shall submit a preliminary title report.
		<b>5. Criteria for Decision Statement:</b> Statement of how the required criteria for decision can be met as per section 9402.01
		<b>6. Narrative:</b> 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 92013.
		<b>B. Graphic Material</b>
		<b>1. Vicinity Map</b>
		<b>2. Site Plan</b> (1”:10’, 1”:20’ or 1”:30’ scale) including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed or existing building or structure layout.</li> <li><input type="checkbox"/> Proposed or existing parking area layout per Section 3700 et seq. and Chapter 5 of the Code, including: <ul style="list-style-type: none"> <li>✓ Alignments and names of streets that border the site.</li> <li>✓ Configuration of proposed driveways or other accessways.</li> <li>✓ Spot elevations of proposed parking areas and associated aisles or driveways.</li> <li>✓ Refer to Section 3700 and review the detailed parking requirements of the Code.</li> </ul> </li> <li><input type="checkbox"/> Site plan showing the location of each ground-mounted sign relative to existing or proposed development and improvements, such as buildings and structures, trails, driveways, and parking areas. 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</li> </ul>

		<p>of the sign.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed or existing landscaping plan per Section 3600 et seq. of the Code.</li> <li><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.</li> <li><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.</li> <li><input type="checkbox"/> Drawing to scale showing the size, shape and design of each sign.</li> <li><input type="checkbox"/> All plans shall be completed in a professional, workmanlike manner. Freehand drawings are not acceptable.</li> <li><input type="checkbox"/> Drawing showing coloring and materials to be used.</li> <li><input type="checkbox"/> Method and amount of illumination, if any.</li> <li><input type="checkbox"/> Lettering type, style, and height.</li> </ul>
		<b>C. Other Materials</b>
		<b>1. Development Review Processing Fee:</b> Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>2. Adjacent Property Owner Notification:</b> The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice.</li> <li><input type="checkbox"/> <b>Source of the Adjacent Property Owner Mailing Lists:</b> All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code.</li> <li><input type="checkbox"/> <b>Affidavit of Adjacent Property Owner List:</b> The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice.</li> </ul>
		<b>3. Affidavit of Posting:</b> At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by the Planning Commission.
		<p><b>4. Number of Copies Required:</b></p> <p>a. <u>Initial Submittal</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, <b>folded to 8½"x11"</b>.</li> <li><input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, <b>folded to 8½"x11"</b>.</li> <li><input type="checkbox"/> 4 copies of the written materials.</li> <li><input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements.</li> </ul> <p>b. <u>Planning Commission Hearing (Revised during the development review process)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, <b>folded to 8½"x11"</b>, two weeks prior to the Planning Commission hearing date, if necessary.</li> </ul>
		<b>5.</b> The Planning Commission or 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 or Major Amendment to an Existing Sign Program 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: \_\_\_\_\_