



COMMUNITY DEVELOPMENT DEPARTMENT

SIGN PERMIT & SIGN PROGRAM INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your request for a sign permit or sign program submittal will be processed, what processing fees you must pay, and what information and plans need to be submitted. If you have any questions after you have read this information, please call the Summit County Community Development Department at (970) 668-4200.

PROCESSING FEES

The fee for processing of sign permits and sign program requests is established by resolution of the Board of County Commissioners. Currently, the fee for processing a sign permit application is \$100 and requires staff level review.

The fee for processing an initial submittal for a sign program is \$800 plus \$100/hr for each hour spent reviewing the application beyond the initial 8 hours of review time. For a major sign program amendment, a \$500 base fee is required plus \$100/hr for each hour spent reviewing the amendment beyond the initial 5 hours of review time. The fee for processing a minor amendment to a sign program is \$100.

SIGN PERMIT SUBMITTAL REQUIREMENTS

The following information shall be submitted with any application for a sign permit or sign program approval, unless specific items are waived by the Planning Staff as unnecessary. If you have questions about items on this list, please discuss them with the Planning Department Staff prior to a submittal.

Submittals for sign permits shall include:

- A. Fee as required by resolution of the Board of County Commissioners or established Fee Schedule
- B. Application form
- C. Plans and specifications
 1. Site plan drawn to scale showing the location of each sign relative to structures, grades, parking areas and driveways, pedestrian pathways, property lines, and public rights-of-way.
 2. 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
 3. If any signs are to be ground or pole mounted, elevations showing the location of each sign relative to adjacent buildings and grades
 4. Drawing to scale showing the size, shape and design of each sign. All drawings shall be completed in a professional, workmanlike manner. Freehand drawings are not acceptable.
 5. Drawing showing coloring and materials to be used
 6. Method and amount of illumination, if any
 7. Lettering type, style, and height

Additional Materials

The Planning Department may require you to submit additional information needed for review of your request.

For Staff Review: 1 copy of all application materials

Number of copies required

For Planning Commission for the basin where the proposal is located:

- Initial submittal
 - 10 copies of maps, **folded to 8½"x11"** (The number of maps required may vary; please check with the planner assigned to the case.)
 - 10 copies of the project description
 - 1 copy of other application materials
- Planning Commission hearing
 - 8 copies of maps two weeks prior to Planning Commission hearing date

SIGN PERMIT & PROGRAM REVIEW AUTHORITY

Sign Permits - The Planning Department shall review all applications for sign permits. If an application is filed under the standard sign regulations (Section 9100 et seq.), and each sign in the application meets the requirements of these regulations, the signs shall be approved and permits issued.

Sign Programs - Sign programs shall be reviewed and acted upon by the planning commission for the basin where the proposal is located. After its review, the applicable planning commission shall determine whether the sign program should be approved, approved with modifications, or denied and shall be accompanied by a resolution. A resolution shall include findings and if approved include the sign program as an attachment.

Sign Program Amendments - The planning commission for the basin where the proposal is located shall review and take action upon all amendments to approved sign programs, except that, where the Planning Director determines the changes to be minor in nature, the changes may be approved by the Planning Department.

Major amendments to sign programs separate from a PUD rezoning application shall be reviewed and acted upon by the planning commission for the basin where the proposal is located in the same manner as for new sign programs.

Minor amendments to sign programs separate from a PUD rezoning application shall be a Staff level review. The Planning Department shall have two weeks for the review of minor amendments to these sign programs. Changes shall be considered minor in nature if they meet the following criteria:

- A. Does not increase the amount of signs or unit count more than 5% of the total approved by the Review Authority.
- B. Does not propose a new sign type (e.g., tenant identification, building identification, directory signs, electric sign).
- C. Complies with zoning regulations including use regulations and development regulations and standards.
- D. There is no level of significant environmental impact caused by the proposed development.
- E. Is consistent with the public health, safety and welfare.

Amendments to sign programs reviewed as part of or in conjunction with the entire PUD rezoning application shall be considered minor amendments and reviewed by the BOCC (Section 12209.03 and 12209.04).

Action on Sign Programs Separate from a PUD Application: Action on sign programs separate from a PUD application shall be reviewed and acted upon by the planning commission for the basin where the proposal is located. A sign program shall be approved separate from a PUD application if such program:

- 1) Assures that the color scheme, lettering style, and type of materials used in signs within the sign program are coordinated within a given project or area

- 2) Specifies the type, number, size, method of illumination, and location of signs allowed in a development
- 3) Generally conforms to the basic sign requirements contained in Section 9100 et seq., which requirements are to be used as guidelines in development of sign programs, with creativity and internal consistency encouraged
- 4) Prevents visual clutter and the disruption of important scenic corridors or vistas
- 5) Facilitates communication or promotes the safety of motorists and pedestrians in a manner compatible with the surrounding environment
- 6) Is compatible with surrounding land uses and the neighborhood and will not create a substantial adverse impact on adjacent properties or infrastructure
- 7) Considers the goals, policies/actions and provisions of the Countywide Comprehensive Plan and any applicable basin or subbasin master plan.

Action on Sign Programs Reviewed as part of a PUD Rezoning Application: Action on sign programs as part of a PUD rezoning application shall be reviewed in conjunction with the entire PUD by the planning commission for the basin where the proposal is located. The Board of County Commission shall take final action.

Board of Adjustment - If a sign permit application raises questions of interpretation by the Planning Department, the application shall be forwarded to the Board of Adjustment for review and recommendation. Signs shall be designed with readability as a criterion, i.e., letters should be large enough to be legible and neither too thick or too thin, with adequate contrast between letters and background.

The Board of Adjustment shall have the authority to grant variances from these regulations. Variances are to be granted only in cases where unusual circumstances exist which result in a particular property being unusually disadvantaged by these regulations. A variance is not meant to correct or compensate for poor building or site design. Distance from the road is not usually considered an unusual circumstance or disadvantage for the purpose of variances.

Public Hearing - Prior to taking any action on any sign program proposal the Planning Department shall give notice of any required hearing in accordance with Section 13500 et seq.

Board of County Commissioners – An applicant or any aggrieved party may appeal a decision made by a Planning Commission to the Board of County Commissioners per Section 13600 et seq. The decision of the Board of County Commissioners is final.

SIGN PROGRAM SUBMITTAL REQUIREMENTS

The following information shall be submitted with any application for a sign program approval, unless specific items are waived by the Planning Department as unnecessary. If you have questions about items on this list, please discuss them with the Planning Department Staff prior to making a submittal.

Submittals for sign programs shall include:

- A. Fee as required by resolution of the Board of County Commissioners or as determined by the adopted Fee Schedule
- B. Application form signed by any tenant or property owner in the development subject to the proposed sign program or program amendment
- C. Text, plans and specifications
 1. Description of each type of sign to be allowed (i.e. tenant, entry, project identification, window, awning, etc.), its purpose, information to be displayed, dimensions, method of illumination, and maximum number of each type of sign
 2. Diagrams illustrating each type of sign including materials, colors, lettering style, and dimensions
 3. Building elevations to scale showing the location of any wall mounted signs
 4. Site plan drawn to scale showing the location of all signs relative to structures, parking areas and driveways, pedestrian pathways, and property lines
 5. Procedure for administration and amendment of the sign program (i.e. can certain changes to sign program be

approved by Planning Staff or the Planning Commission for the basin where the proposal is located). Reference Development Code section 9503.03 (major versus minor amendments).

Additional Materials

The Planning Commission or Planning Department Staff may require you to submit additional information needed for review of your request.

Number of copies required

- Initial submittal
 - 10 copies of maps, **folded to 8½"x11"** (The number of maps required may vary; please check with the planner assigned to the case.)
 - 10 copies of the project description
 - 1 copy of other application materials
- Planning Commission hearing
 - 8 copies of maps two weeks prior to Planning Commission hearing date

HOW YOUR APPLICATION WILL BE PROCESSED

Planning Commission meetings are scheduled each month (Thursdays). However, the date varies depending on the basin for where the proposal is located. Applications to be reviewed by a Planning Commission must be submitted four weeks prior to the meeting. Applications that meet the requirements of the Summit County Land Use and Development Code, and do not require the review of the a Planning Commission for the basin where the proposal is located, will be reviewed by the Planning Department within two weeks of submittal.

The steps involved in reviewing your permit request are described below and an estimate of the time required for each step is noted.

SIGN PERMITS - STAFF REVIEW

<u>Time Estimate</u>	<u>Step in Process</u>
Day of Submittal	· Submittal of application, maps, information and fees to Planning Department. Submittal will not be accepted without processing fees.
1 st & 2 nd weeks	· Planner checks submittal for completeness · Planner reviews request · Planner notifies applicant if additional information is needed and of any unresolved issues · Action taken

SIGN PERMITS & SIGN PROGRAMS – PLANNING COMMISSION REVIEW

<u>Time Estimate</u>	<u>Step in Process</u>
Day of Submittal	· Submittal of application, maps, information and fees at Planning Department. Submittal will not be accepted without processing fees.

- 1st week
 - Planner checks submittal for completeness
 - Planner sends submittal to referral agencies for comment
 - Planner reviews request

- 2nd week
 - Planner receives comments from referral agencies
 - Planner reviews request
 - Planner notifies applicant if additional information is needed and of any unresolved issues

- 3rd week
 - Planner prepares Staff Report
 - Staff report is typed and distributed

- 4th week
 - Planning Commission receives report for review and request is scheduled on agenda

- 5th week
 - Appeal period

SUMMIT COUNTY PLANNING DEPARTMENT
 970-668-4200, fax 970-668-4225
 Post Office Box 5660
 0037 SCR 1005, Frisco, Colorado 80443

**SUBMITTAL MUST INCLUDE SCALED DRAWINGS OF THE SIGN(S), SITE PLAN (IF GROUND SIGN), AND/OR ELEVATIONS OF TENANT AREA (IF WALL SIGN), AND ARCHITECTURAL DESIGN
 THIS APPLICATION IS REQUIRED FOR EACH SIGN APPROVAL INCLUDING SIGNS IN AN APPROVED SIGN PROGRAM**

SIGN OWNER	Name				
	Address				
	Phone/Cell/Fax/E-mail				
BUSINESS	Name				
	Address				
	Phone/Cell/Fax/E-mail				
RESPONSIBLE PARTY (If different than owner)	Name				
	Address				
	Phone/Cell/Fax/E-mail				
SIGN TYPE(CHECK APPROPRIATE BOX AND FILL IN SIZE)					
	Free standing	Size _____		Single face	Size _____
	Wall	Size _____		Double face	Size _____/Face
	Projecting	Size _____		Multiple face	Size _____/Face
	Temporary	Size _____		Permanent	Size _____
SIGN DESCRIPTION (CHECK APPROPRIATE TYPE OF USE OF SIGN)					
Sign Exception (review and fee)			Principal business sign (review and fee)		
	Health, welfare & safety			Commercial	
	Construction			Industrial	
	Temporary real estate			Institutional	
	Property management		Sign Exception (special cases)		
	Directional			Municipal & USFS	
Sign Exception (no review fee & no fee)				Sale by owner	
	Highway			Residential information	
	Public utility			Home occupation	
Sign Exception (review & no fee)				Window display	
	Landmark & historical			Vehicular signs	
AREA OF SPECIAL CONTROL (CHECK APPROPRIATE BOX)					
	Zoning District			Intensive commercial	
	Architectural, historic or scenic			Recreational	
ACCESS (ONLY IF FREE STANDING/GROUND SIGN)					

Road name	Number of lanes	Posted speed limit
STAFF APPROVAL: (Name) _____	DATE: _____	SP _____ - _____