
PLANNED SIGN PROGRAM APPLICATION AND CHECKLIST

The following information is required in order for the application to be accepted. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

I. Checklist

1. **Application Fee** of \$300. The application fee must be paid prior to approval of the planned sign program.
2. **Application Checklist.** A copy of this checklist verifying submittal of the required information.
3. **Application.** Complete the application form provided with this checklist.
4. **Planned Sign Program** drawn to fit on an 11 x 17 inch sheet. Multiple sheets are acceptable, if needed. Please do not include technical shop drawings in the planned sign program. The planned sign program must include the following:
 - a. Legal Description of the properties included in the Planned Sign Program.
 - b. Site Plan containing the following items:
 - i. Property lines or boundaries of the premise highlighted, with the North arrow identified.
 - ii. Footprint of the building.
 - iii. Show and label all easements located within the property boundaries.
 - iv. Location of all existing freestanding signs, indicating if the existing signs are to be removed.
 - v. Location of proposed freestanding signs with setbacks dimensioned from the edge of pavement to the leading edge of the sign.
 - vi. Identify the two sides of the building used to calculate the total sign area and label the lineal dimensions of each elevation.

APPLICATION

Contact Information			
Applicant or Designated Representative for Project			
Identify one person to serve as the contact during the review process. This will be the only person notified by the City regarding comments and meetings (if needed). The contact person is responsible for notifying other parties who may be involved in the project.			
Company:	Name:	Phone:	
Address: City, State:		Zip Code:	
Email Address:	Preferred Method of Contact	Phone	Email
Sign Contractor License, if applicable:			
Property Owner			
Name and Representative:		Phone:	
Address: City, State		Zip Code	
Email Address:	Preferred Method of Contact	Phone	Email
Designation of Representative if the Applicant is not the Owner			
The undersigned owner hereby designates the following as the representative for the all matters pertaining to this project:			
Representative: _____			
Owner's Signature: _____		Date: _____	
Certification by Owner or Representative			
<ul style="list-style-type: none"> • I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. • I understand that all materials required by the City of Loveland must be submitted prior to having this application processed and that additional fees or materials may be required as a result of processing of this application. 			
Signature: _____		Date: _____	