



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 \$600.
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.

- vii. Show any other major property improvements which affect the location of the sign, such as parking lots, driveways, landscape areas, etc., including other signs on the same building or premise.
- c. Unifying Elements: a description of the four selected unifying elements for all wall mounted and freestanding signs. Unifying elements may include:

- i. Wall Mounted Signs

- Sign location on the building. Provide elevations of the building identifying the sign locations if this element is selected.
- Size (example - a uniform height of wall signs)
- Materials
- Color
- Lighting (indirect, internal, or non-lit)
- Lettering Type/Font
- Sign type (individual channel letters or cabinets)
- Sign shape (horizontal or vertical orientation)
- Other element as approved by City staff

- ii. Freestanding Signs

Projects that contain multiple freestanding signs within a premise, shall include the same or similar design including the sign base, materials, shape, and colors on all freestanding signs.

- d. Signature Blocks: the following signature block must be placed on the Planned Sign Program:

(Owner's Signature & Title)

STATE OF COLORADO)
) ss.
COUNTY OF LARIMER)

Notary Stamp

The foregoing agreement was acknowledged before me this _____ day of, __,

2_____, by _____.

Witness my hand and official seal.

My Commission Expires _____ Notary Public _____

City Approval

Approved this _____ day of _____, 2___, by the Current Planning Manager of the City of Loveland, Colorado.

Current Planning Manager

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: _____