ROUTT COUNTY
PLANNING DEPARTMENT
136 6th Street, Suite 200
Steamboat Springs, CO 80477
Ph: (970) 879-2704

SUBMITTAL CHECKLIST
SIGN PERMIT

Activity No. _____ **OFFICE USE**

Reviewed By _____ Date _____

This checklist shall be completed by the applicant and must accompany a complete application form. Failure to submit all required information may delay the review of the application.

- ☐ Signed application form
- ☐ Application fee $_____
- ☐ Proof of ownership: ☐ Lease ☐ Deed
- ☐ Statement of Authority, if required
- ☐ Vicinity map
- ☐ Legal description: ☐ Attached ☐ On application form
- ☐ Site plan, drawn to scale, including the following information, as applicable:
  - ☐ Scale
  - ☐ North arrow
  - ☐ Location and size of all existing and proposed signs
  - ☐ Easements, building envelopes, and minimum setbacks
  - ☐ Location of all access roads and drives
- ☐ Construction drawing, in color and drawn to scale, with height and dimensions of all proposed signs and support structures
- ☐ Sign lighting details, if applicable
- ☐ Additional information as required by Planning Director _____

OFFICE USE

				Complies
Type	☐ Residential	☐ Non-residential	☐ Construction	☐ Yes ☐ No
Location	☐ Attached	☐ Detached		☐ Yes ☐ No
Number	_____			☐ Yes ☐ No
Area	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.	☐ Yes ☐ No
Height	_____ ft.	_____ ft.	_____ ft.	☐ Yes ☐ No
Lighting	☐ Interior	☐ Exterior	☐ No lighting	☐ Yes ☐ No

Permit ☐ Approved ☐ Denied

Conditions _____

_____

Reviewed By _____ **Date** _____