

SIGN PLAN APPLICATION

PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE PLAN AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.

Date: _____ Type of Application: _____

Sign Plan No.

Applicant's/Representative's Signature

NOTICE: All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.

1. Assessor's Tax Parcel No. _____

2. Please list the name, address, and telephone number of the following (some may not be applicable):

Applicant(s) _____

Address/Zip: _____

Telephone Numbers: _____

Email Address: _____

Property Owner(s): _____

Address/Zip: _____

Telephone Numbers: _____

Email Address: _____

Sign Company/Contractor: _____

Address/Zip: _____

Telephone Numbers: _____

Email Address: _____

Address of Property _____

(If different from above)

SIGN PLAN APPLICATION CHECKLIST

(Please include this checklist with your application)

The Following Information **Must** Be Included With The Sign Plan Application:

(NOTE: A digital file of the plan in .PDF format is required to be submitted)

- _____ 1. Plot plan drawn to scale (aerial view maps will **not** be accepted) of the subject property that contains:

For “on-premise” (see definition below and in Section 17.04.040, Definitions of the Pueblo County Code) signs:

- _____ Common address and legal description of the property upon which the sign is to be located
- _____ Parcel dimensions
- _____ Parcel acreage
- _____ Zone District(s)
- _____ Identification/depiction of all proposed uses on the site
- _____ Name of access road (street) to the property
- _____ Existing or proposed structures with setback dimensions from the structures to the property lines
- _____ Location of all existing and proposed signs including setback dimensions from the signs to the property lines
- _____ Name of person or firm preparing the plan
- _____ North Arrow and Scale
- _____ Legal and physical features affecting the placement of signs (e.g., easements, landscaping, utility poles, sidewalks, buildings, signs)
- _____ Easement(s) (Please submit 3 copies of document)
- _____ Public/Private Road(s)

If any sign is an “off-premise” sign (see definition below and in Section 17.04.040, Definitions of the Pueblo County Code), in addition to the above, the following must also be included on the plan:

- _____ Common address and legal description of the property and business the sign is to serve
- _____ Name of the business and owner of the business the “off-premise” sign will serve

- _____ 2. Sign Plans and Diagrams (drawn to scale) of all signs, existing and proposed, for the property which contain the following information.

For “freestanding” signs (see definition below and in Section 17.04.040, Definitions of the Pueblo County Code):

- _____ Drawings of *each* sign structure showing *each* sign face to be mounted on the structure (a single drawing may be submitted if multiple signs on a site are the same), with the following:
 - the overall height of the sign structure;
 - the length and width of each sign face;
 - the distance between individual sign faces mounted on the same structure;
 - the content of each sign face; and

- identification of the sign structure by number if more than one sign structure is proposed for a site.

For “projecting,” “roof,” and “wall” signs (see definition below and in Section 17.04.040, Definitions of the Pueblo County Code):

_____ Drawings of *each* sign face showing how *each* sign face is to be mounted on the wall or roof (a single drawing may be submitted if multiple signs on a site are the same), with the following:

- the overall height of the sign from the grade at the facade of the building to the top of the sign;
- the length and width of each sign face;
- the distance between individual sign faces mounted on the same structure;
- the content of each sign face;
- for wall and projecting signs, the distance the sign extends from the face of the wall to which it is attached; and
- identification of the sign face by number if more than one sign face is proposed for a site.

If any sign is to be illuminated or animated (see definition below and in Section 17.04.040, Definitions of the Pueblo County Code), in addition to the above, the following must also be included on the sign plan:

_____ If a sign is animated, a diagram indicating how the sign moves and what pattern each cycle makes (if a sign is animated, the structure must be located such that no part of the sign projects into the setback when it is in motion).

_____ If a sign is illuminated with exterior illumination, a diagram indicating how the lighting is attached to the sign structure including dimensions (the lighting apparatus shall not project into the setback).

- _____ 3. Vicinity Map (does not have to be to scale)
- _____ 4. Any Drawings or Maps larger than 8½x14 MUST BE FOLDED NO LARGER THAN 12x9
- _____ 5. If the sign is to be located on property which abuts a state or Federal highway, a plan from the Colorado Department of Transportation for all signs proposed for the property.
- _____ 6. If a representative is filing the application, a letter of consent authorizing the representative to act in the owner's behalf ***must be included***
- _____ 7. ***ATTACH THIS CHECKLIST***

_____ Planning and Development Staff Initials

NOTE: The above checklist is provided for the convenience of the applicant and should not be used to determine completeness of an application. Upon staff review, additional information may be required.

Sign Plan Supplemental Information



Chapter 17.116 ADVERTISING DEVICES AND SIGNS

Title 17, LAND USE, Division I. ZONING, Chapter 17.16, **Advertising Devices and Signs**, specifically Sections 120 (*Illumination*) of the Pueblo County Code states, “*Illuminated signs, where permitted, shall be illuminated in a manner that the light is not directed at adjacent properties or public ways, and the intensity not be obtrusive to adjacent properties or public ways*”.

- All sign plans and associated site plans must be developed in accordance with Chapter 17.116, Advertising Devices and Signs, of the Pueblo County Code.
- A sign plan is required for all signs erected in Pueblo County except those exempted in accordance with Section 17.116.050, Exemption of the Pueblo County Code.
- A digital file of the plan in .PDF format is required to be submitted by the applicant.
- A **complete** sign plan application will be assigned, reviewed by staff, and returned (for corrections, if any) to the applicant within ten (10) **working** days of the date of submittal.
- Brightness levels for reader boards (aka electronic message centers) shall be set at 80% for daytime use and 50% for nighttime use. Noting that should this Department receive complaints relative to the brightness intensity, then the previously stated percentages will be required to be reduced further.
- In accordance with Section 17.04.040 Definitions, of the Pueblo County Code, the following definitions shall be used for advertising devices and signs.
 - **ADVERTISING**. Including “advertise” or “to advertise” or “advertisement” means to describe or appraise publicly, to call public attention to or to inform or give information by words, symbols, or pictures.
 - **ADVERTISING DEVICE**. Means any outdoor sign, display, device, figure, painting, drawing, message, placard, poster, billboard, or any other contrivance designed, intended, or used to advertise or to give information in the nature of advertising and having the capacity of being visible from the travel way of any public road or highway, except any advertising device on a vehicle using the highway. The term “vehicle using the highway” does not include any vehicle parked near said highway for advertising purposes.
 - **ADVERTISING DEVICE, OFF-PREMISES**. Means an advertising device, including “Billboard,” which purpose is to advertise activities, goods, or services not principally or primarily available on the premises upon which the device is located.
 - **ADVERTISING DEVICE, ON-PREMISES**. Means an advertising device or “business sign” whose purpose is to advertise the principal or primary activities, goods, or services available upon the premises; or to identify the property upon which the sign is located; or to advertise the property as under construction or for sale or lease.
 - **SIGN, ANIMATED**. Means a sign having regular variation in its physical position by mechanical movement or mechanical rotation.

- SIGN, FREE STANDING. Means a sign which is supported by one or more uprights, poles, or braces in or upon the ground; or a portable sign; or a sign which by its configuration stands freely without support from a primary or accessory structure.
 - SIGN, ILLUMINATED. Means a sign which is directly lighted by any electrical light source, internal or external, except public light sources (e.g., street lights) and private light sources operated for the purpose of illuminating an area (e.g., parking lot) in which the sign is located.
 - SIGN, PROJECTING. Means a sign which is attached directly to the building wall and which extends more than fifteen inches from the face of the wall.
 - SIGN, ROOF. Means a sign erected upon or above a roof or parapet wall or a building or structure.
 - SIGN, WALL. Means a sign painted on, attached to, or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plan or said wall and extending not more than fifteen inches from the face of the wall.
- Setbacks for all signs shall be in accordance with Section 17.116.130, Setbacks of the Pueblo County Code.
 - Signs proposed for location on property adjoining a State or Federal Highway must be approved by the Colorado Department of Transportation and are subject to the Colorado Division of Highways' "Rules and Regulations Pertaining to Outdoor Advertising." This approval is in addition to the plan required by the Pueblo County Department of Planning and Development.
 - The applicant shall provide documentation of sign approval from the Colorado Department of Transportation whenever applicable at the time of application for a sign plan.
 - PUBLIC PROPERTY. No private advertising device or sign shall be located or otherwise encroach on public property, including road right-of-way, without prior written approval of the Board of County Commissioners and issuance of a revocable permit.

NOTE: The above items are a brief summary of the pertinent information required. All applicants are encouraged to refer to Chapter 17.116, Advertising Devices and Signs, of the Pueblo County Code at <http://county.pueblo.org/>