

### Sign (Advertising Devised) Plan Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_\_\_ Letter of Request (Project Narrative):
  - \_\_\_\_\_ Date of Application.
  - \_\_\_\_\_ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
  - \_\_\_\_\_ Site location, dimensions, and size of property (in feet and acres), and present zoning.
  - \_\_\_\_\_ Project description
  - \_\_\_\_\_ Action requested and the reason/purpose for the request.
  - \_\_\_\_\_ Existing and proposed facilities, structures, roads, etc.
  
- \_\_\_\_\_ [Letter Consent](#) (*when applicant role is as Designated Representative*)
- \_\_\_\_\_ [Site Plan/Plot Plan](#)
- \_\_\_\_\_ Sign Plans and Diagrams
- \_\_\_\_\_ Routing Sheet from Regional Building
- \_\_\_\_\_ For Pole Signs only - Proof of Colorado Department of Transportation or Pueblo County Department of Public Works Approval (*should the property abut a State or Federal Highway or a County roadway*)
- \_\_\_\_\_ Written Request for Setback Reduction (*should the proposed sign location not meet minimum setback requirements for the zone district*)