



Community Planning and Environmental Services

Advance Planning Department

Historic Preservation Office
PO Box 580
Fort Collins, CO 80522-0580
970-221-6376

Application for Administrative Review of Sign Proposal

Applicant Name: _____ Phone: _____

Applicant Mailing Address: _____

Property Owner's Name: _____ Phone: _____

Address of Proposed Sign: _____

Brief Description of Proposed Sign: _____

SUBMITTAL CHECKLIST & ACKNOWLEDGEMENT SIGNATURE

(To be completed for acceptance of sign proposal application)

All sign proposals must contain sufficient information for adequate review and documentation. Please check each of the following information requirements as it applies to your sign proposal:

Check box if completed:

Three (3) copies of a scaled drawing or technical graphic which specifies the exact details of the proposed sign. This scaled drawing should be 8½" x 11" to 24" x 36" in size, and must include the following information:

ALL DIMENSIONS OF THE OVERALL SIGN, including perimeter measurements, lettering, design and feature dimensions, and spacing and placement of lettering, design and features within the sign face;

ALL DIMENSIONS RELATING TO THE PLACEMENT OF THE SIGN ON THE BUILDING, including height from grade and measurements relating to architectural features such as doorways, windows, and trim. This information may be submitted as a separate drawing, or as a photograph showing the placement of the sign on the building (with all applicable dimensions).

Written information about the construction of the proposed sign, including primary construction materials and assembly. Please provide manufacturer's specifications when available.

Specifications pertaining to the method of attachment of the sign on the building, with drawings if needed. Please specify any remedial work to the building that is required as a result of the sign installation (such as surface preparation, repairs, etc.).

Manufacturer's specifications (complete with UL label) pertaining to illumination and other electrical devices, if applicable.

Samples of finish materials, including color swatches and paint chips.

Other requirements identified during pre-submittal conference with Historic Preservation staff (please describe): _____

ACKNOWLEDGEMENT

(to be signed by Owner or Authorized Representative)

I acknowledge this is a complete application and is ready for administrative review. Each information requirement (described above) has been checked off, as it applies to this sign proposal.

I understand incomplete submittals will be returned to me. I understand that a sign permit must be issued by the City of Fort Collins Building Inspection Department before a sign is installed.

Signature

Date of Submittal