

PLANNING AND COMMUNITY DEVELOPMENT

MASTER SIGN PLAN REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County’s Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning of the property.
- Information regarding size, location, and construction of each proposed sign.
- Compliance with each sign (proposed or existing) with the El Paso County Land Development Code.

SITE PLAN DRAWING

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.

- Current zoning of the property.
- Legal description.
- Parcel or lot size.
- Density and number of dwelling units.
- Existing and proposed land use.
- Date, north arrow, and a graphic scale.
- Provide a summary of the total allowable signage area and the square footage of existing and proposed signage for the property.
- Dimensions of all property lines.
- The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height.
- Include dimensions measured from the property line to the outer edges of the building footprint.
- Location and dimensions of all existing and proposed signs.
- Provide setback measurements from each property line to all existing and proposed signage
- Depiction of any sidewalks, fences, walls, or berms located near any existing or proposed free standing signs.
- Location, height, and intensity of all outdoor illumination for the sign. Include how the proposed illumination will comply with the lighting standards of the Land Development Code.
- Depiction of any no-build areas, floodplain, or drainage facilities.
- Depiction of all garbage receptacles.
- Depiction of all existing and proposed utility lines and associated infrastructure.
- Depiction of sight triangles.