



2880 International Circle, Suite 110  
Colorado Springs, CO 80910  
Phone 719-520-6300  
Fax 719-520-6695  
www.elpasoco.com

## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### MASTER SIGN PLAN CHECKLIST

Revised: January 2022

Master Sign Plan		
<p>The purpose of the sign plan is to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign standards. The sign regulations are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the adverse secondary effects of signs. The sign regulations are especially intended to address the secondary effects that may adversely impact aesthetics, traffic, and pedestrian safety. The sign regulations are designed to serve substantial governmental interests and, in some cases, compelling governmental interests such as traffic safety and warning signs of threats to bodily injury or death. A Master Sign Plan may be approved by the PCD Director in association with applications that are approved administratively and by the BoCC in association with applications that are approved or otherwise elevated to the BoCC for public hearing as an alternative to the requirements set forth in this Section. Approval of a Master Sign Plan may be requested pursuant to the provisions included in Chapter 6 of the LDC.</p>		
<p>The Master Sign Plan shall meet the standards of Chapter 6 of the LDC.</p>		
<p>Note: the Master Sign Plan provides the layout and location for all proposed and existing signs to ensure compliance with the requirements of the LDC. Approval of a separate sign permit is required for each individual sign prior to placement or replacement.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
<b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b>	<b>✓</b>	Office use only
<b>Letter of Intent to include the following elements:</b>		
1	Information regarding size, location, and construction of each proposed sign	
2	Compliance of each sign with the On-Premise Sign section of the LDC	
3	Specific requests for variation from the On-Premise Sign section and how the request conforms to the Master Sign Plan subsection	
<b>Site Plan Drawing to include the following elements:</b>		
1	Date, north arrow, and a graphic scale	
2	Vicinity map showing the property in relation to major roadways, unless otherwise shown on the site development plan	
3	Location of the property line, right-of-way, and all existing and proposed easements	
4	The outlines of all buildings showing their proposed uses, setbacks, dimensions, and points of access in relation to the lot configuration	
5	Depiction of any sidewalks, fences, walls, or berms located near any existing or proposed freestanding signs	
6	Location of any existing and proposed signage on site	
7	Depiction of any loading and other vehicular use areas located near any existing or proposed freestanding signs	
8	Location, height and intensity of all outdoor illumination for the sign	
9	Depiction of any no-build areas, floodplain, drainage facilities located near any existing or proposed freestanding signs	
10	Depiction of all garbage receptacles located near any existing or proposed freestanding signs	
11	Depiction of all existing and proposed utility lines and associated infrastructure located near any existing or proposed freestanding signs	
12	Depiction of any sight triangles when located near any existing or proposed freestanding signs	
<b>Sign Plan to include the following elements:</b>		
1	Sign elevation and detail.	
2	Dimensions and location of all existing and proposed sign	
3	Summary of square footage of the total allowed signage and existing and proposed signage for the property	
4	Setback distances from all lot line to all existing and proposed signs	
5	If illuminated, detailed description of illuminating devices and how the proposed illumination will be in compliance with the lighting standards.	



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6	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		
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