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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SIGN PLAN CHECKLIST

Revised: October 2023

#### Sign Plan Requirements

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.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

#### Sign Plan Drawing

- ☐ Owner name, contact telephone number, and email for responsible party
- ☐ Applicant name (if not owner), contact telephone number, and email for responsible party
- ☐ Property address
- ☐ Property tax schedule number
- ☐ Current zoning of the property
- ☐ Legal description
- ☐ Date, north arrow and a graphic scale
- ☐ Location of property lines, right-of-way and all existing and proposed easements
- ☐ Dimensions of all property lines
- ☐ The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height. The setbacks of all building footprints dimensioned from all property lines.
- ☐ Depiction of any sidewalks, fences, walls, or berms located near any existing or proposed freestanding signs
- ☐ Location of any existing and proposed signage on site
- ☐ Depiction of any loading and other vehicular use areas located near any existing or proposed freestanding signs
- ☐ Location, height and intensity of all outdoor illumination for the sign
- ☐ Depiction of any no-build areas, floodplain, drainage facilities located near any existing or proposed freestanding signs
- ☐ Depiction of all garbage receptacles located near any existing or proposed freestanding signs
- ☐ Depiction of all existing and proposed utility lines and associated infrastructure located near any existing or proposed freestanding signs
- ☐ Depiction of any sight triangles when located near any existing or proposed freestanding signs
- ☐ Sign elevation and detail.
- ☐ Dimensions and location of all existing and proposed sign
- ☐ Summary of square footage of the total allowed signage and existing and proposed signage for the property
- ☐ Setback distances from all lot line to all existing and proposed signs
- ☐ Any other additional items as required by the PCD Director.
- ☐ If illuminated, detailed description of illuminating devices and how the proposed illumination will be in compliance with the lighting standards.