

Sign Review Application Checklist

Applications submitted for design review must be accompanied with specific information which adequately describes the project and provides sufficient information to evaluate the proposal. A pre-application meeting is required for comprehensive sign plans; at this meeting, staff will clarify the submittal requirements for your proposal. All applications for sign review should include the following information:

Project Address: _____

Required for ALL Proposed Signs (unless otherwise indicated in pre-application meeting):

- 1. Complete Landmark Preservation Certificate of Appropriateness Application Form** (one for each building or use)
- 2. Photographs** – All photographs must be unaltered and meet Landmark Preservation Photographic Standards (please refer to separate photographic standards available at denvergov.org/preservation under Design Review applications):
 - Current Photograph(s) of all building elevation(s) where signage is proposed. Photograph(s) should show existing conditions and depict building façade in entirety (not just a portion of the building front).
 - Current Photograph(s) showing adjacent building facades (closest building on either side of building where signage is proposed). Photograph should depict building façade in entirety.
- 3. Sign Depiction or Photo Simulation.** Provide a dimensioned and scaled drawing(s) no larger than 11 x 17" in size of all proposed signage for building, including copy, lighting and other details. For lit signs (other than indirectly lit), provide both a daytime and a night time depiction. Include ALL proposed signage – ground, window, wall-mounted, projecting, marquee, awning and all other types.
- 4. Building Elevation and Details.** Provide dimensioned and scaled drawing(s) no larger than 11" X 17" showing all proposed signage, including copy and all other details such as sign depth, lettering size, and lighting type and locations. Include ALL proposed signage – ground, window, wall-mounted, projecting, marquee, awning and all other types.
- 5. Drawing illustrating sign attachment method(s).** Provide dimensioned and scaled drawing(s) no larger than 11" X 17" illustrating method and number of sign attachments to the building.
- 6. Actual material samples for signs.** On application form, please identify and describe all proposed sign materials for each proposed sign. Provide a material sample board no more than 11" X 17" in size as follows:
 - a. Identify board with project address, applicant's name and date.
 - b. Include all proposed materials, finishes and colors. For each sample, provide manufacturer's name and specification number.
- 7. Method of lighting sign.** If lighting is proposed, please provide information on drawings clearly delineating fixture and lamp type, size, location, materials and finish, and power source, as well as in lumens and lighting intensity, light source and color temperature in degrees Kelvin (i.e. 3000 °K).

Required for Some Signs (Please contact Landmark Preservation to determine if these items are required):

- 8. Site plan.** Required when signs are proposed on multiple building elevations, for multiple tenants in one building or for signage involving multiple buildings. Provide a dimensioned and scaled site plan depicting the location of streets, alleys, property lines, structures, and existing and proposed signs on the subject property. Also include sign dimensions from zone lot lines, height dimensions, and all other relevant information.
- 9. Comprehensive Sign Plan.** Required per Denver Zoning Code for multi-use buildings with proposed projecting signs. Please contact Landmark Preservation to determine if a sign plan is required and, if so, what additional information is needed.

LEGAL DISCLAIMER: This Checklist should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all codes, guidelines and or rule requirements, whether or not described in this Advisory.

LANDMARK CERTIFICATE OF APPROPRIATENESS – Sign Application

Historic design review for proposed signage will begin when a complete application is received covering all proposed signage for a building or use. The Landmark design review process is intended to encourage signage that is compatible with a historic building and surrounding historic structures, and to encourage vibrant and pedestrian-friendly signage for historic buildings and districts.

Property Address			
Property Type/Use	<input type="checkbox"/> 1 or 2 Unit Building (Single Family Home, Duplex) <input type="checkbox"/> Multi-Unit Residential <input type="checkbox"/> Commercial or Mixed-Use	<input type="checkbox"/> Industrial <input type="checkbox"/> Civic (School, Church) <input type="checkbox"/> Other (Urban Garden)	
Historic District (if known-or name if individually designated)			
APPLICANT INFORMATION			
Title or Interest in Property and/or Building	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor	<input type="checkbox"/> Future Buyer <input type="checkbox"/> Architect/Engineer	<input type="checkbox"/> Lessee <input type="checkbox"/> Agent Contractor License #
Applicant	Name:	Street:	
	Company:	City:	
	Phone:	Zip:	
Applicant Email*			
PROPOSAL - A brief written description of the proposal. Include all items proposed.			
ATTACHMENTS - Required to submit the following (see checklist for more detail)			
<input type="checkbox"/> Photographs <input type="checkbox"/> Sign Depiction <input type="checkbox"/> Building Elevation and Sign Details	<input type="checkbox"/> Drawing of Sign Attachment <input type="checkbox"/> Material Samples <input type="checkbox"/> Lighting Method	<input type="checkbox"/> Site Plan <input type="checkbox"/> Building Plan	

Design Review Deadline:

The filing deadline is 4 weeks prior to scheduled Landmark Preservation Commission (LPC) meetings, and 23 days (3 weeks and 2 days) prior to the first Thursday of each month for the Lower Downtown Design Review Board (LDDRB). A complete application, including full supporting documentation, is due in the Landmark Preservation office by 12:00pm (noon) on the filing deadline. Landmark staff will determine whether LPC or LDDRB review is required based on adopted design guidelines. Staff will contact the applicant regarding staff comments, meeting dates (if applicable) and any additional materials that may be required.

To submit electronically: Email this form and supporting materials to landmark@denvergov.org. Electronic submission should include two attachments: one pdf with the completed form ("yourname-app.pdf") and one pdf that combines all supporting materials ("yourname-app-materials.pdf"). File size should not exceed 25MB combined. Contact us if you are having trouble with your electronic submission.

To submit in person: Submit this form and supporting materials to the Records Counter weekdays between 7:30am and 4:30pm on the 2nd floor of the Webb Municipal Building, 201 W. Colfax Ave.