

Application Form

Complete this form with as much information available at this time. Please use fillable PDF function to complete and return as an email attachment along with any supplemental attachments. Once the form has been submitted, staff will contact you within one week to set up a meeting.

SUBJECT PROPERTY INFORMATION	
Property Address(es)	
Total Area	Total Building Footprint SF: _____ Zone Lot Area SF: _____
Current Zoning	
Existing Comprehensive Sign Plan	<input type="checkbox"/> Yes - Original Case #/Name: _____ <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is the property subject to special review?	<input type="checkbox"/> Landmark Designation <input type="checkbox"/> Theatre District <input type="checkbox"/> LoDo (Lower Downtown Design Review) <input type="checkbox"/> Cherry Creek North <input type="checkbox"/> Other guidelines (PUD, GDP, etc...) <input type="checkbox"/> Unsure
CONTACT INFORMATION	
Applicant <i>[Note: If the applicant is not the owner, please attach a letter of authorization/Power of Attorney from the property ownership to this application form.]</i>	Name: _____ <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner Representative
	Company Name: _____
	Company Address: _____
	Email Address: _____
	Phone: _____
	Consultant to prepare plan (if applicable): _____
INTENDED SCOPE	
Request Type	<input type="checkbox"/> New 'Large Facility' Comprehensive Sign Plan (Flexibility in size, type, location) <input type="checkbox"/> 'Large Facility' Comprehensive Sign Plan Amendment <input type="checkbox"/> Supplemental Building Sign Plan <input type="checkbox"/> New 'Vital Signs' Comprehensive Sign Plan (Projecting Signs - Downtown Only) <input type="checkbox"/> 'Vital Signs' Comprehensive Sign Plan Amendment <input type="checkbox"/> Unsure
Describe the purpose/reason for a new sign plan/sign plan amendment. If a new plan is requested, include need for deviation from existing sign code requirements.	
Describe existing context of project (new build, infill, retrofit, etc...). Please attach a site plan along with any other available visuals.	
Describe the intended timeline of the project	

Return completed form to PlanningServices@denvergov.org