

**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 Ground Floor SF: _____ Zone Lot Area SF: _____
Current Zoning	
Existing Comprehensive Sign Plan	Yes - Original Case #/Name: _____ No _____ Unsure _____
Is the property subject to special review?	Landmark Designation Theatre District LoDo (Lower Downtown Design Review) Cherry Creek North Other guidelines (PUD, GDP, etc...) Unsure
CONTACT INFORMATION	
Applicant  <small>[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.]</small>	Name: _____ Property Owner _____ Owner Representative
	Company Name: _____
	Company Address: _____
	Email Address: _____
	Phone: _____
	Consultant to prepare plan (if applicable): _____
INTENDED SCOPE	
Request Type	New 'Large Facility' Comprehensive Sign Plan (Flexibility in size, type, location) <small>(Minimum of 50,000 SF ground-floor area or 100,000 SF zone lot area)</small> 'Large Facility' Comprehensive Sign Plan Amendment Supplemental Building Sign Plan New 'Vital Signs' Comprehensive Sign Plan (Projecting Signs - Downtown and Cherry Creek Only) 'Vital Signs' Comprehensive Sign Plan Amendment 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](mailto:PlanningServices@denvergov.org)**