



Community Planning & Development
**Comprehensive Sign Plan
 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 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 Downtown Design Advisory Board Theatre District Lower Downtown Design Review Cherry Creek North Other (PUD, GDP, etc) Unsure
CONTACT INFORMATION	
Applicant [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.]	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 to existing CSP 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 including any special flexibility, requests, or updates	
Describe existing context of project (new build, infill, retrofit, etc...)	
Describe the intended timeline of the project	