



### Sign Plan (SP) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_\_\_ Routing Sheet from Regional Building by going to the [Pueblo Means Business Portal](#)
- \_\_\_\_\_ Letter of Request should contain, at a minimum, the following:
  - \_\_\_\_\_ Date of Application.
  - \_\_\_\_\_ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
  - \_\_\_\_\_ Site location, dimensions, and size of property in feet and acres, and present zoning.
  - \_\_\_\_\_ Project description or project narrative
  - \_\_\_\_\_ Action requested and the reason and purpose for the request.
  - \_\_\_\_\_ Existing and proposed facilities, structures, roads, etc.
- \_\_\_\_\_ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative
- \_\_\_\_\_ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. **The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.**
  - \_\_\_\_\_ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1” = 10’, 20’, 30’, etc.)** - No larger than 11” x 17” in size – Aerial or Google maps will not be accepted.
  - \_\_\_\_\_ Property Owner’s Name.
  - \_\_\_\_\_ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.
  - \_\_\_\_\_ From the search get the **Address and Legal Description of the Property.**
  - \_\_\_\_\_ Next, in the map, click on the layers icon to get the **Current Zone District.**
  - \_\_\_\_\_ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
  - \_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.  
**Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.**

- \_\_\_\_\_ Corner Lot measuring requirements.
- \_\_\_\_\_ Location, Type, and Height of Existing and Proposed Fences.
- \_\_\_\_\_ Add the Road Names Adjacent to Property.
- \_\_\_\_\_ Sign Plans and Diagrams
  - \_\_\_\_\_ For Freestanding Signs only - Proof of Colorado Department of Transportation or Pueblo County Department of Public Works Approval should the property abut a State or Federal Highway or a County roadway.
  - \_\_\_\_\_ Written Request for Setback Reduction should the proposed sign location not meet minimum setback requirements for the zone district.