



Avon Community Development Department  
One Lake Street  
PO Box 975  
Avon, Colorado 81620  
www.avon.org

## SIGN DESIGN APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Executed Agreement to Pay form
- Authorized Representative Form if applicant is not the property-owner.
- Property Ownership Disclosure Form. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Certification of Title and Title Report including Schedules A&B
- Three (3) Copies of Colored, Scaled Schematic Drawings with dimensioned lettering/graphics. Drawings must clearly indicate type of sign, square footage, height, and applicable building frontage
- Site Plan and/or Building Elevation drawings accurately depicting sign location(s). Photographic representations may substitute building elevation drawings.
- Sign Lighting Plan including type, location, number of fixtures, height above grade, lumen output, and cut sheet for each fixture
- Copy of the Approved Final Development Plan or PUD Development Plan (including development agreements)
- Additional materials deemed necessary by Staff or PZC to determine the impact of the proposed sign(s) will have on the health, safety and welfare of the Town.