



Town of Kremmling
 200 Eagle Ave. | P.O. Box 538
 Kremmling, CO 80459-0538
 Office 970.724.3249
<https://townofkremmling.colorado.gov/>

Sign Permit Application Checklist

The following checklist is based on the submittal requirements for a Sign Permit pursuant to section 17.11.035 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.

Project Name: _____ Submittal Date: _____
 Applicant Name: _____ Business Name: _____
 Applicant Phone: _____ Business Address: _____
 Applicant E-Mail: _____

Applicant- Check left side boxes if document is included in application submittal.

Applicant Use		Office use Only		
		Yes	No	N/A
<input type="checkbox"/>	Application Form completed (Provided by the Town) Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Name, address, phone number of the owner, or authorized agent Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	The address of the property where the sign(s) will be located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Drawings indicating dimensions, square footage and the type of illumination of each proposed sign Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A site plan indicating the location and dimensions of all proposed and existing signs Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	The total square footage of all proposed and existing signs Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	The applicable fee \$50 for Application, \$150 for Use by Special Review Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Signature of applicant Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETENESS DETERMINATION:(Office Use Only)

Reviewed by: _____ Date: _____

Determination: Complete Complete, with conditions Not complete, resubmittal required

Determination Comments: _____