



# Sign Permit APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Rezoning 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:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	<b>1. Application Form completed:</b> Provided by the Town <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2. The name, address, and telephone number of the owner, or authorized agent</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>3. The address of the property where the sign(s) will be located</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>4. Drawings indicating dimensions, square footage and the type of illumination of each proposed sign</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>5. A site plan indicating the location and dimensions of all proposed and existing signs</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>6. The total square footage of all proposed and existing signs</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>7. The applicable fee</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>8. Signature of applicant</b> <b>Comments:</b>	<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:** \_\_\_\_\_