



# VILLAGE CENTER LIGHT POLE SIGNAGE APPLICATION

Planning & Development Service  
Department  
455 Mountain Village Blvd.  
Mountain Village, Colorado 81435  
Tel: (970) 728-1392

## DESIGN REVIEW PROCESS

### General Information

This application is for any sign that is located within the Town of Mountain Village. Applicable Town of Mountain Village Code sections can be reviewed on-line at [www.townofmountainvillage.com](http://www.townofmountainvillage.com). All projects requiring design review must receive approval prior to installation. An application for Design Review cannot be accepted until all required information is received by the Planning & Development Service Department, as outlined in the submittal requirements.

### Pre-application Meeting

A pre-application meeting with Town Staff is required. The purpose of the pre-application meeting is to identify any critical issues pertaining to the proposal and to determine the appropriate development review process for an application. Please call the Department of Community Development at (970) 728-1392 to schedule a pre-application meeting.

### Deadlines and Meeting Dates

The Design Review Board meets on the 4th Thursday of each month beginning at 10 a.m. Complete applications are due in the Community Development office no later than 5 p.m. on the submittal deadline. The DRB Schedule is subject to change. Please contact the Community Development Office to confirm meeting dates and submittal deadlines.

### Application Submittal

Submit all required information under the *submittal requirements* section of this application by the submittal deadline. Incomplete applications will not be processed. Upon receipt of a complete application, the Planning & Development Service Department shall review the submitted materials for general compliance with appropriate requirements of the Land Use Ordinance (LUO). If the application is not in compliance with the LUO, the application and submittal materials shall be returned to the applicant with a written explanation of non-compliance.

### Staff Review

The Planning Staff will review and either approve a Design Review application, approve it with conditions, deny the application, or refer the application to the Design Review Board for a decision. All applications will be reviewed by either the Staff, both Staff and Chairman (Staff/Chair) of the DRB, or DRB Review Process detailed in Article 2. The Board reviews applications and may approve, approve with conditions, deny the application, or continue the application to allow the applicants to respond to comments.

### Design Review Board Meeting Requirements

The applicant, or their representative(s), shall be present at the Design Review Board public meeting. The item will be postponed if the applicant fails to appear before the Design Review Board, on their scheduled meeting date.



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## SIGN APPLICATION SUBMITTAL REQUIREMENTS

All submittals for signage or miscellaneous use review must include the following items to proceed with plan review, unless waived in writing by the Planning Director

### General Requirements

1. A completed application form including owner's signature
2. Application fee
3. Project narrative describing the background, purpose and details of the proposal
4. Owner Representation Authorization.
5. Site photos
6. Colored scaled schematic drawing @ 1/4" - 1' with sign and lettering dimensions for each proposed sign
7. Sign location on site plan and elevation drawing OR photograph clearly indicating proposed location
8. Material and color samples
9. Joint Property Owner Written Approval Letter, if applicable (pg. 3). This form is applicable to all Design Review applicants that share ownership of the subject property. In the case of a multiple-family dwelling or multi-tenant building, the authority of the association shall complete this form.
10. Sign lighting plan, including type, location, number of fixtures, height above grade, lumens output, luminous area, and cut sheet for each fixture.
11. Drawings showing how and where the sign or awning will attach to the building and how the awning will be constructed.
12. The Administrator may require the submission of additional plans, drawings, specifications, samples and other materials if deemed necessary to determine whether a project will comply with Design Regulations.

### Construction Signage Regulations

1. One sign per construction site shall be permitted.
2. Construction signs shall be allowed on projects that have received final plan approval from DRB and have commenced construction.
3. If construction is abandoned, the sign shall be removed.
4. The graphics, color selections and sign location are subject to DRB approval.
5. The sign shall be limited to the following information:
  - Project logo
  - Brief description of project
  - Project consultants
  - Project developer
  - Project lender
  - Contractor
  - "For Information" accompanied by a phone number
6. Real Estate Brokerages, Real Estate Agents' names and the "sale" or any form of it will not be permitted on the construction sign.
7. Construction signs must be removed within fifteen (15) days of issuance of Certificate of Occupancy.



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## APPLICANT INFORMATION

Name:

Phone:

Mailing Address:

City:

State:

Zip Code:

E-mail Address:

## BUSINESS INFORMATION

Type of Business:

Physical Address:

Name of Business to Appear of Sign Pole:

## DESCRIPTION OF REQUEST

Description:

Light Pole Location:

**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I(we) am(are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I(we) familiarized myself(ourselves) with the rules, regulations and procedures with respect to preparing and filing this petition. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## OFFICE USE ONLY

Fee Paid:

Check Number:

By:

Meeting Date:

Planner:



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## OWNER AUTHORIZATION

I have reviewed the application and hereby authorize \_\_\_\_\_ of  
\_\_\_\_\_ to be and to act as my designated representative and represent the application of  
\_\_\_\_\_ through all aspects of the Review Approval Process within the Town of  
Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)