



THE CITY OF ASPEN

CITY OF ASPEN SIGN PERMIT APPLICATION CHECKLIST

NOTE: This is a general list of required information. More information may be required as each project is individually evaluated. When such a request is made, the application can progress only after the necessary information is received.

- Permit application form (including legal description and parcel ID number)
- A letter of consent from the owner of the building if the applicant is not the owner or tenant
- Proposed location of sign
- A blue print or ink drawing of plans which include method of construction for the sign and it's supports, proposed dimensions, materials, color, type, intensity and design of the sign's illumination, if any.
- An 11x17 (size of paper) copy of plan
- The dimensions, measurements and calculations of building frontages and line frontages on streets and alleys; the dimensions of any other signs located on the property; and any other information needed to demonstrate compliance with appropriate sign regulations.
- Is the sight listed on the "Inventory of Historic Sites and Structures"? (Check with the Historic Preservation Officer at 920-5090)

Owner

Job Address