

SUBMITTAL REQUIREMENTS DESIGN REVIEW BOARD—SIGN APPLICATION

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the Design Review process. The Town encourages you to consider using the submittal of digital documents and plans.

If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials. If submitting paper, one (1) copy of the materials noted are required. The materials necessary to have a complete application are as follows:

- Completed application form including:
 - Complete description of request
 - Ownership Information as recorded with Eagle County Assessor
 - Street Address, Unit #
 - Parcel Number
 - Owner's signature (cover sheet)
- Application fee
 - Additional fees may be required if: 1) Any local, state or Federal agency review is required, or 2) External consultants are required by the Town to review significant impacts on the community.
- Colored scaled schematic drawing @ 1/4" - 1' with sign and lettering dimensions for each proposed sign
- Sign location on site plan and elevation drawing OR photograph clearly indicating proposed location
- Material and color sample
- Joint Property Owner Written Approval Letter, if applicable. If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required. This can be either in the form of a letter of approval or signature on the application.
- Sign lighting plan, including type, location, number of fixtures, height above grade, lumens output, luminous area, and cut sheet for each fixture.
- Drawings showing how and where the sign or awning will attach to the building and how the awning will be constructed.
- The Administrator and/or DRB may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to determine whether a project will comply with Design Guidelines or if the intent of the proposal is not clearly indicated.

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.