

Submittal Forms and Checklists

Centerra Design Review Committee DRC Signage Review Checklist

A DRC signage review is required when an applicant is proposing new signs, additional signs and/or modifications to existing signage. The following submittal checklist is provided for sign specific submittals that are not part of the Design Development Review of a new project.

Date of Application: _____	Type of Sign for Review: Mark those that apply. _____ New, Additional or Modification to Tenant
Applicant Name: _____	_____ Building Mounted Sign(s)
Phone/Email: _____	_____ Temporary Real Estate Sign
Property Name: _____	_____ Temporary Project ID Sign
Property Address: _____	_____ Banner or Event Signage
Property Owner: _____	

Governing Signage Criteria: List the document(s) that will be used to determine compliance:

Submittal Items Required	Included by Applicant	Checked In (For DRC Staff Only)
Each drawing sheet must include the project title, scale, north arrow, and date of preparation		
Included in the Complete Submittal Packet		
Signage Review Checklist (this form)		
Detailed Sign Shop Drawing. Include: <ul style="list-style-type: none"> • Sign dimensions • Sign area • Dimensional locations of signs • Intended sign materials and colors • Fabrication techniques • Structural design • Type of illumination 		

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Included in the Complete Submittal Packet <i>(continued)</i> :		
Building Elevations with Superimposed Signage (building mounted signage only)		
Site Plan with Proposed Location (temporary real estate/ project identification/event signage only)		
Proposed Dates of Signage (banner or event signage only)		
Letter or Email from the Property Owner Recommending DRC Approval unless owner signs below.		

By signing below, I acknowledge that the above information is accurate and have therefore provided a complete submittal to the Centerra DRC for review.

Signature of DRC Applicant

Printed Name of DRC Applicant

The DRC will issue a formal letter stating final decision.

This letter is required in the application to the City of Loveland when requesting a signage permit.