



BUILDINGS & CONSTRUCTION CODE CHAPTER 15.16 **SIGN VARIANCE** SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Buildings & Construction Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office or accessed online at: www.manitougov.com

A pre-application conference shall be scheduled with the Planning staff prior to application submittal. The following information needs to be provided at the pre-submittal meeting:

- 1. Preliminary drawing, site plan and photos (as applicable) of sign(s) proposed for variance.***
- 2. Vicinity map of property on which sign(s) to be located.***

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Zoning Code, shall be provided to the Planning Department:

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- 1) A completed **Development Review Application** form with nonrefundable application fee.
- 2) A letter of explanation providing justification for the requested variance based on the criteria stated in the Sign Ordinance.
- 3) All the submittal materials as required for a Sign Permit Application.