

## SIGN PERMIT APPLICATION SUBMITTAL CHECK LIST

The following submittals are required in order to be considered for a Sign Permit. Please complete and submit this completed application along with the required documentation as outlined in Section 16.20.010.5 Sign Ordinance of the Town of Taos Municipal Code. Complete application packet shall be submitted to the Planning, Community and Economic Development Department. Incomplete, inadequate or late submittals will result in delay or rejection of the request for a Sign Permit. Please contact staff with questions regarding the submittals required herein. \*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE

- Completed Sign Permit Application
- Sign Permit Fee - \$2.00 per square foot – Minimum \$47.00
- A description or a sketch (minimum scale 1" = 20') of the proposed site of the proposed signage showing its position upon the lot, building or structure in relation to identified adjacent lots, buildings or structures and public rights-of-way and any existing signage.
- A sketch (minimum scale 1" = 20') or digital rendering, or a digital photo of the proposed signage clearly displaying its graphic and lettering content, its overall dimensions, the manner and materials of its construction, and the proposed method of attachment to the building or structure or the ground where it will be situated.
- Photographs of the surrounding area taken from each elevation of the building or structure
- Submit a narrative explaining how the Sign Permit applied for will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance.
- Must adhere to the requirements in Chapter 16.20.010.5 S