



**Sign Permit Review
Application Form
11-201**

**Rio Blanco County Community Development Department
Planning Division**

Historic Courthouse
555 Main Street, 3rd Floor
Post Office Box 599
Meeker, CO 81641
Phone: 970-878-9454
Website: www.rbc.us

For Rio Blanco County Use:
Reference File Number: _____

Property Owner/Applicant	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Authorized Agent (Authorization Required)	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Property Information	
Assessor's Parcel Number	
Physical/Street Address	
Legal Description	Please attach the legal description to this form
Zone District	
Principal Use to be identified by the proposed sign	

Submittal Items	<input type="checkbox"/> 1. Scale drawing of sign <input type="checkbox"/> 2. Site Plan <input type="checkbox"/> 3. Description of Sign Illumination (if applicable) 4. Building Permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Property Owner/Applicant printed name _____

Signature: _____ Date: _____

Note to Property Owner/Applicant:

Please see the Rio Blanco County Land Use Regulations, current adopted version, Article 11- Signs for details regarding the sign permit process.

11-201(B)(2)(a)- Notice to Adjacent Property Owners

“Notice to Adjacent Property Owners. Notice to adjacent property owners shall be required if the Assigned Staff determines that the proposed sign is likely to affect adjacent property owners. If notification is required, the applicant shall mail a written notice by certified mail, return receipt requested, to the owners of record of all property adjacent to the property. The notice shall include a vicinity map, the property’s legal description, a description of the land use and proposed sign, and the contact information and deadline for comments to be submitted. The comment period for adjacent property owners shall be within 21 calendar days from the date of the notice.”

Use Tax-(If applicable) A use tax packet will be issued to the Applicant by the Sales and Use Tax Administrator after approval of the sign permit. Contact Debbie Morlan- 970-878-9610 for Use Tax information.

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Step 1: Application Submittal

Step 2: Completeness Review

- 21 calendar days to review
- If incomplete, applicant will be informed in writing

Step 3: Evaluation by Assigned Staff

- Determine notice to adjacent property owners

Step 4: Decision by Assigned Staff

- Provided in writing within 5 calendar days of the date of decision