

## APPLICATION CHECK LIST FOR SIGNS INSTALLATION

The applicant must complete the information required and include the documents necessary so that they can be evaluated by authorized personnel from The Puerto Rico Tourism Company Planning & Development Office. Incomplete applications will NOT be deemed properly filed for administrative purposes, <u>and will be returned to the applicant</u>.

Name of the applicant:			
Postal address:			
Email:			
Phones:			
Name of the Project:			
Project physical address	S		
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	SUPPLEMENTARY DOCUMENTS ARE REQUIRED   <		
1	Parcel Number (CRIM)		
2	Zoning		
3	File number from OGPe (P.R. Permits Management Office)		
4	If the application is by an Autonomus Municipality, submit copy with the file number included or letter from the Municipality requesting the endorsement from the Puerto Rico Tourism Company.		
5	Location Plan and/or "sketch" showing the sign location.		
6	Sworn statement or letter from the owner giving an autorization to the applicant to submit the documents in his name.		
7	If the applicant is a business agent, submit a Affidavix enclosed.		
8	Explanatory Memorandum describing the project.		
9	Recent photographs of the place where the sign will be installed.		
10	The sign installation plans: including their dimensions.		

11	Approval of the	Approval of the Puerto Rico Institute of Culture, if the sign location is in a			
	historic zone	<b>).</b>			
12	Type of contr	Type of contract and/or lease agreement (owner submits deeds).			
13	Other documents or information (to be requested, if necessary).				
submitted in writing, applicant's position issue an opinion of	The Company will within thirty (30) donother the approval wi	ll conditionally lays following <b>Il be thirty (3</b>	ent requested is not applicable, a justification must be accept the application and will render a decision on the the date of the application. The term to evaluate and 0) days, as set forth in the Regulations on Administrative f August 12, 1988, as amended.		
Procedures promuig	ated, pursuant to A	ACT. NO.170 0	August 12, 1988, as amended.		
not their evaluation	n. ·	ments set for	rth in this checklist only evidences their filling, and		
Applicant's Signatur	e				
		Authorize	d Personnel PRTC only		
DATE:					
DULY FILED:	YES	NO	RETURN TO THE APPLICANT		
BY:					
Authorized Pers	son - Puerto Rico	ourism Com	pany, Planning & Development Office		