

Permanent Sign Permit Application

Sign type: *please mark all that apply.* Up to 4 signs may be included on one permit for one location, permit fee \$150. Additional signs at the same location may be included for \$50 each.

Number of Signs on this Permit: _____

| | | |
|---|--|--|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Window | <input type="checkbox"/> Marquee |
| <input type="checkbox"/> Projecting/Projected | <input type="checkbox"/> Free Form | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Historic |
| <input type="checkbox"/> Other | | |
| <input type="checkbox"/> Changeable Message | <input type="checkbox"/> Manual | <input type="checkbox"/> Electronic |

| |
|--|
| Name of Neighborhood, Project Area or Nonresidential Use: |
| Name of Use Owner/Applicant: |
| Phone: _____ Email: _____ |
| Name of Contact Person/Sign Contractor: |
| Phone: _____ Email: _____ |
| Physical Address of Sign Location (including unit #): |
| Sign Plan number or approved Adjustment number, if applicable: |
| Linear Primary Frontage (<i>in feet</i>): |
| Linear Secondary Frontage (<i>in feet</i>) (<i>if applicable</i>): |

The following items **MUST** be submitted as part of this application:

- Proof of Ownership:** Printout from the Routt County Assessor's webpage.
- Sign Exhibit for each sign:** Scaled drawing showing sign area, height, materials, and other sign and sign structure dimensions.
- Site Plan:** Scaled drawing showing location of all existing and proposed signs and site limitations as listed in Section 508.B.
- Elevation Drawing:** Scaled drawing, showing proposed sign location on building, if applicable.
- Lighting Specs:** Type and specifications of proposed lighting.
- Alternative Compliance:** A request for alternative compliance if applicable.

As the applicant, I understand that all required materials must be submitted prior to review, and the Sign Permit application shall be approved in writing by the Department of Planning and Community Development prior to the installation of any signage. I understand that a sign permit does not constitute approval of a land use. The department accepts no responsibility for any signs that have been constructed prior to approval, which do not comply with standards, approval criteria, a Sign Plan, or any requirements in the Community Development Code.

Signature and printed name of Use Owner/Applicant **Date**

Signature and printed name of Property Owner **Date**

| | | | |
|-------------------------|-----------------------------------|-----------------------------------|--|
| Sign #1 | | Sign Type | |
| Sign Dimensions: | L | Sign Area square footage: | |
| H | W | Frontage Location: | |
| Sign Height from ground | | Frontage Substitution? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Illumination: | <input type="checkbox"/> External | <input type="checkbox"/> Internal | <input type="checkbox"/> None |
| Description: | | | |
| | | | |
| | | | |
| Sign #2 | | Sign Type | |
| Sign Dimensions: | L | Sign Area square footage: | |
| H | W | Frontage Location: | |
| Sign Height from ground | | Frontage Substitution? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Illumination: | <input type="checkbox"/> External | <input type="checkbox"/> Internal | <input type="checkbox"/> None |
| Description: | | | |
| | | | |
| | | | |
| Sign #3 | | Sign Type | |
| Sign Dimensions: | L | Sign Area square footage: | |
| H | W | Frontage Location: | |
| Sign Height from ground | | Frontage Substitution? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Illumination: | <input type="checkbox"/> External | <input type="checkbox"/> Internal | <input type="checkbox"/> None |
| Description: | | | |
| | | | |
| | | | |
| Sign #4 | | Sign Type | |
| Sign Dimensions: | L | Sign Area square footage: | |
| H | W | Frontage Location: | |
| Sign Height from ground | | Frontage Substitution? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Type of Illumination: | <input type="checkbox"/> External | <input type="checkbox"/> Internal | <input type="checkbox"/> None |
| Description: | | | |
| | | | |
| | | | |

Conditions of Approval:

Approval:

Approved by

Date

Associated Development Permit or Sign Plan Numbers:

Alternative Compliance:

Nature of Alternative Compliance:

Approved by

Date