



SIGN PERMIT APPLICATION

SIGN PERMIT #: _____ - _____
(OFFICIAL USE ONLY)

Dear Applicant,

Please ensure that you have **completed this submission in full** as well as read and understand the sign code regulations and requirements before submission of this application. The full Code can be found under chapter 14 at: <https://www.colorado.gov/pacific/centralcity/municipal-code-0>

Application Submission Date	Month	Day	Year
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Proposed Sign Information

Street Address of Sign:	
Sign Type:	Location of Sign Proposed:
Total Sq Ft Per Sign Proposed:	Signage Material Type:
Signage Mount Type:	Illumination - Type:
Historic Font(s):	Width/ Sq Footage of Building Front:
Historic Color(s):	Setback from Property Line:
Proposed Wattage:	Electrical Permit Required: YES NO
Street Closure Permit Required: YES NO	Building Permit Required: YES NO
Rendering of Sign Attached: YES NO	Permit Fee Attached (\$25.00)

Please provide all applicable permit information and necessary copies upon submission. If you have any questions, contact Community Development at 720.279.7335.

Applicant Information

Name of Business:	Applicant/Contact:
Contact Phone #:	Contact E-Mail Address:
Business Mailing Address:	
Sign Contractor:	Contractor Contact:
Contractor Phone #:	Contractor E-Mail Address:
Contractor Mailing Address:	
Property Owner's Signature:	Applicant Signature:



ASSISTANCE MANUAL:

INTRODUCTION

The following is intended to assist you in preparing your application for a sign permit. Attached is a copy of the Sign Permit Application. Please read carefully, and be sure to fill out each line of the permit. If there is an item listed that is not applicable please respond as Not Applicable (N/A).

This document is not intended to act as a substitute to the City of Central Sign Code, but rather to assist you in preparing a permit application and navigate the Sign Code Provisions.

For specific requirements of a given sign please refer to the sign code under Chapter 14 in the below link:

<https://www.colorado.gov/pacific/centralcity/municipal-code-0>

If you are not sure on the classification of a particular sign you are seeking a permit for, please feel free to contact the Central City Community Development Department and someone will be able to assist you in classifying the sign.

APPLICATION REQUIREMENTS

Each application shall be accompanied by a colored drawing or other graphic representation of the proposed sign, specifying the size, shape, content, style of lettering, coloring, lighting, and position of the sign in relation to the building from or upon which it will be displayed. Total square footage of what exists and will remain on the building must be included in the application.

Please note that every sign has specific requirements which can only be found in the Sign Code

Be as detailed as possible in all your submissions including specs on the photos

HISTORIC FONTS

Historic fonts palette means a collection of fonts that is approved by the Historic Preservation Commission as identical to or consistent with the typefaces during the period of significance of the NHLD.

HISTORIC COLORS

Historic color palette means the color palettes set out in the Benjamin Moore Historic Color Palette and the Kwal Paint Historic Colors of America, and such other colors as may be approved by the Historic Preservation Commission based on appropriate documentation.

I certify that the information, plans and exhibits I have submitted are true and correct to the best of my knowledge. All provisions and ordinances governing this type of work will be complied with whether specified herein or not. If submitted information is insufficient or incomplete, this application will be held in abeyance until such time as all required information is submitted and eventually destroyed. I understand that I am consenting to allow the City Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining prior consent. Any alteration in approved plans must be submitted to the Community Development Department for approval.



STAFF USE

Sign Type: Approved? YES NO Explanation if Applicable:	Location of Sign Proposed: Approved? YES NO Explanation if Applicable:
Total Sq Ft Per Sign Proposed: Approved? YES NO Explanation if Applicable:	Signage Material Type: Approved? YES NO Explanation if Applicable:
Signage Mount Type: Approved? YES NO Explanation if Applicable:	Illumination - Type: Approved? YES NO Explanation if Applicable:
Historic Font(s): Approved? YES NO Explanation if Applicable:	Width/ Sq Footage of Building Front: Approved? YES NO Explanation if Applicable:
Historic Color(s): Approved? YES NO Explanation if Applicable:	Setback from Property Line: Approved? YES NO Explanation if Applicable:
Proposed Wattage: Approved? YES NO Explanation if Applicable:	Required Permits Attached:
Rendering of Sign Attached: <div style="text-align: right; margin-right: 50px;"> YES NO </div>	Permit Fee Attached (\$25.00): <div style="text-align: right;"> CHECK CASH CREDIT </div>

Date Received:	Received By:
Date Reviewed by Staff:	Fee Received By:
Date Approved:	Permit Fee Attached (\$25.00): <div style="text-align: right;">CHECK CASH CREDIT</div>
Approved By:	Approval Letter Sent:
Conditions of Approval	