

Permit #

SIGN PERMIT APPLICATION

Sign type (*please check one*):

- Permanent:** Attached **Temporary:** Construction (*allowable for 6 months*)
 Projecting Banner (*allowable for 14 consecutive days*
 Detached Monument or Pole, *four (4) times per year*).
 Revocable Permit Required

Name of Business: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Email: _____

Name of Contact Person/Sign Contractor: _____

Physical Address/Legal Description of Sign Location: _____

Master Sign Plan, if multi-use building: _____

Linear tenant space frontage (*in feet*): _____ Alley frontage (*if applicable*): _____

Sign dimensions: _____ Sign square footage: _____

Type of illumination: External Internal None

Dates of display (*if temporary*): Start: _____ End: _____

The following items **MUST** be submitted as part of this application. The applicant may request a waiver from certain submittal requirements. The director may waive such requirements where he/she finds that the project size, complexity, anticipated impacts and other factors associated with the proposed development clearly support such waiver. Applications for temporary banners shall only submit only the (*) requirements.

- Site Plan:** Drawn to scale showing location of proposed sign(s) *
- Color Rendering/Photograph:** Showing all proposed copy and design/logos *
- Proof of Ownership:** Letter of consent from property owner OR proof of ownership
- Lighting Specs:** Type and specifications of proposed lighting and materials
- Elevation Drawing:** Drawn to scale showing proposed sign location on building frontage(s) * and the location of any item to be located over the City ROW (where applicable).
- Fee(s):** Sign- \$50, Temporary Banner- \$25, Revocable Permit- add \$50

A. Multiple Sign Table:

Sign #	Attached or Detached?	Dimensions	Square Footage	Sign Copy
1				
2				
3				
4				

B. Revocable Permit: Please check box to which a Revocable Permit is required.

Sign Lighting Fixtures Awnings/Canopies Other _____

Note: All Revocable Permit Agreements are recorded with the Routt County Clerk & Recorder and will require an additional check made payable to the Routt County Clerk & Recorder in the amount of \$6 for the first page & \$5 for each additional page.

C. Conditions of Approval:

As the applicant, I understand that all required materials must be submitted prior to review, and the Sign Permit application approved in writing by the Department of Planning Services prior to the installation of any signage. The department accepts no responsibility for any signage that has been constructed prior to approval, which does not comply with the allowable dimensional standards, criteria for approval, applicable Master Sign Plan or any requirements set forth in the Community Development Code.

Signature of Applicant

Date

Approved by

Date

Credit Card Payment

City of Steamboat Springs
Department of Planning and Community Development
P.O. Box 775088 / 124 10th Street
Steamboat Springs, CO 80477

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Visa / MC / Discover – Name on Card: _____

_____ - _____ - _____ - _____

Expiration Date ____ / ____ 3 digit security code _____ Billing Zip Code _____