

## SIGN PERMIT APPLICATION

**Sign type (please mark):**

- |   |  |
|---|--|
| <p><b>Permanent:</b></p> <p><input type="checkbox"/> Attached</p> <p><input type="checkbox"/> Projecting</p> <p><input type="checkbox"/> Detached Monument</p> <p><input type="checkbox"/> Portable Sign <i>(Annual Renewal Required)</i></p> | <p><b>Temporary:</b></p> <p><input type="checkbox"/> Construction <i>(30 sq ft max, max 6 months)</i></p> <p><input type="checkbox"/> Banner <i>(30 sq ft max, allowable for 14 consecutive days 4x per year).</i></p> |
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**Permit Fees: Sign - \$100 | Temporary Sign - \$75 | Revocable License - \$85**

**All fields are required**

Name of Business: \_\_\_\_\_

Name of Business Owner/Applicant: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact Person/Sign Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address of Sign Location (including unit #): \_\_\_\_\_

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

- Site Plan\***: Drawn to scale showing location of proposed sign(s)
- Color Rendering/Photograph\***: Showing all proposed copy and design/logos
- Proof of Ownership\***: Printout from the Routt County Assessor's webpage
- Lighting Specs\***: Type and specifications of proposed lighting and materials
- Elevation Drawing\***: 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).
- Revocable License Application\***: (if applicable)

\*Except temporary banners

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.

*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 and Community Development prior to the installation of any signage. I understand that a sign permit does not constitute any implied approval of a land use. 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.*

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

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**Signature and printed name of Property Owner (required)** **Date**

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To be filled out by the City of Steamboat Springs

**Conditions of Approval:**

**Approval:**

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Approved by Date