

SIGN PERMIT APPLICATION

OVERVIEW

Article 3-6 of the City's Land Use and Development Code (LUDC) governs and controls all signs within all zones in the City limits. Sign permits are required for alteration of sign faces by painting or overlay, erection, relocation, reconstruction, alteration, or display of a sign, and the painting of a wall sign. Touching up or repainting existing signs is considered maintenance and does not require a permit.

Section 3-6-5-1 of the LUDC provides detailed information about the allowed sign area, height, location and design for all zoning districts.

REQUIRED SUBMITTAL MATERIALS

Your application cannot be processed without the following information:

1. A completed, signed application.
2. \$50 application fee (Alternative Compliance, Master Sign Plans, and MSP amendments are \$250 and may require Design Review Board approval).
3. A site plan showing property lines and the locations of all existing and proposed signs.
4. Building elevations or pictures showing the all existing or proposed signs in relation to the building.
5. Color renderings of each individual sign including: sign structure/mounting type, dimensions, square footage, illumination, colors, lettering, and materials. Accurate color and materials samples required.
6. Lighting specification sheets for all outdoor fixtures providing sign illumination.
7. If Alternative Compliance is requested, a Land Use Application and a narrative explaining how the request meets the Alternative Compliance criteria must be included.

CONTACT & PROPERTY INFORMATION

NAME OF BUSINESS (where sign will be located): _____

PROJECT ADDRESS: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

PROPERTY OWNER: _____ **PROPERTY ZONING:** _____

HOW MANY SIGNS ARE CURRENTLY ON THE PROPERTY? _____

HOW MANY OF THE EXISTING SIGNS WILL BE REMOVED? _____

LIST THE DIMENSIONS OF EACH EXISTING SIGN THAT WILL REMAIN:

DIMENSIONS: SIGN #1 _____ SIGN #2 _____ SIGN #3 _____

SQ. FOOTAGE: SIGN #1 _____ SIGN #2 _____ SIGN #3 _____

TOTAL SQ. FOOTAGE TO REMAIN: _____

SIGN PERMIT APPLICATION

PROPOSED SIGN INFORMATION

HOW MANY NEW SIGNS ARE PROPOSED? _____

WHAT ARE THE DIMENSIONS OF THE PROPOSED SIGN(S) AND WILL THEY BE ILLUMINATED?

Sign #	Dimensions (Length x Height)	Sq. Feet	Height (ground to top of sign)	ILLUMINATED?
Sign #1				YES NO
Sign #2				YES NO
Sign #3				YES NO
Sign #4				YES NO
TOTAL SQ. FOOTAGE				

WILL THE PROPOSED SIGNS BE: FREESTANDING, WALL MOUNTED, PROJECTING, WALL PAINTED, OR OTHER?

SIGN #1 _____ SIGN #2 _____ SIGN #3 _____ SIGN #4 _____

WILL THE PROPOSED SIGN(S) BE: ONE-FACED, TWO-FACED, OR MULTI-FACED?

SIGN #1 _____ SIGN #2 _____ SIGN #3 _____ SIGN #4 _____

WILL THE PROPOSED SIGNS BE: TEMPORARY OR PERMANENT?

SIGN #1 _____ SIGN #2 _____ SIGN #3 _____ SIGN #4 _____

IF LIGHTING IS PROPOSED, HOW WILL THE SIGN(S) BE ILLUMINATED?

NOTE: Please refer to LUDC Section 3-6-3-3 for specifics about sign lighting standards

INDIRECT LIGHTING INTERNAL ILLUMINATION OTHER: _____

ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the signage described above shall not be placed or erected prior to the issuance of a City Business License for the business referenced by the signage.

Applicant: _____ **Date:** _____

DEPARTMENT USE ONLY

Application/Fee Received By: _____ Date: _____ Permit #: _____

Zoning: _____

Is additional review required? Yes No If yes, what? _____

Has alternative compliance been granted or is this a part of an MSP? Yes No If yes, # or MSP _____

Are any modifications required? Yes No

If yes, what? _____

I hereby authorize the issuance of a permit for the proposed signage, subject to any modifications listed above. This authorization is good for a period of 1 year.

Authorizing Staff Member

Date