

# 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.

Applications can be emailed to [Planning@DurangoGov.Org](mailto:Planning@DurangoGov.Org)

## 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:** \_\_\_\_\_

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## 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
<b>TOTAL SQ. FOOTAGE</b>					

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: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Permit #: \_\_\_\_\_

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