

# SIGNAGE IN RIGHT-OF-WAY REVOCABLE 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. In the majority of cases, signs must be located on private property and cannot encroach onto the public sidewalk or street (referred to as "right-of-way"). However, there are certain situations where signs may encroach, but only if they are granted a 'Signage in the Right-Of-Way Revocable Permit' with specific guidelines as to where the sign is allowed to be located. This permit application allows property and business owners to request permission to have signage encroach into the right-of-way. Generally, there are two types of encroachments allowed.

### **Projecting (Place image)**

Some buildings are placed right at the front property line so any projection from the front of the building will encroach into the right-of-way.

### **Temporary Small Portable Signs (Place image)**

These signs, also known as sandwich boards or A-frames, are allowed to be temporarily placed in the public right-of-way if they comply with certain standards. These standards are listed on the back of this application.

## REQUIRED SUBMITTAL MATERIALS

### **The application cannot be processed without the following information:**

- A completed, signed application form.
- \$50 application fee.
- A site plan showing the building, sidewalk, street features, and the proposed location of the encroaching sign.
- Building elevations or pictures showing the building storefront and location of proposed sign.
- Color renderings of the proposed sign including: sign structure/mounting type, dimensions, square footage, illumination, colors, lettering, and materials. Accurate color and materials samples required.

## CONTACT & PROPERTY INFORMATION

**NAME OF BUSINESS** (that the sign will be advertising): \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ **PROPERTY ZONING:** \_\_\_\_\_

**HOW MANY BUSINESSES ARE LOCATED IN THIS BUILDING?** \_\_\_\_\_

Proposed Sign	Dimensions (Length x Height)	Sq. Feet (sum of both sides)	Height (ground to top of sign)	Sign Material

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## PROPOSED SIGN INFORMATION

**Projecting Signs** must be 8'6" above the adjacent grade. If this is a projecting sign, will the bottom edge of the sign be 8'6" or higher? **Yes** **No** **N/A**

**Small Portable Signs** must meet the criteria below:

- Small Portable Signs shall not exceed twelve square feet (12 SF) in area, or six square feet (6 SF) per side if double-sided.
- Small Portable Signs shall not exceed four-feet (4') in height.
- Small Portable signs shall meet the character, material and colors outlined in the Design Guidelines.
- Small Portable Signs must be stored inside each day at close of business.
- Generally, Small Portable Signs must be located against the wall and within six-feet (6') of the entrance of the business being advertised. For unique situations staff can consider alternative locations.
- There must be four-feet (4') of sidewalk clearance of any obstacle i.e. street trees and benches.
- The applicant must provide evidence the sign is stable and will not collapse or move due to wind or weather.
- A maximum of one (1) sign is permitted per street-level storefront even if there are multiple tenants or floors.

Does the proposed sign and location meet all of the above criteria? **Yes** **No** **N/A**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

## ACKNOWLEDGMENT

I, \_\_\_\_\_, as the owner/lessee of the referenced property, request permission to use the public right-of-way for the purpose stated above. I understand that permission is only granted for the use and location stated. Signage placed in the public right-of-way must meet all City Code requirements. I attest that I have obtained insurance coverage for this use of public right-of-way, and I affirm that I will maintain that insurance coverage at all times during my use of the right-of-way. I agree to provide proof of such insurance upon request by the City. I understand that I will be liable for any and all damages or other losses that may arise from or are related to this use. I also understand that this permit can be revoked at any time at the request of the City of Durango, at which point the use must be discontinued and the improvements removed by the applicant at their expense.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DEPARTMENT USE ONLY

Application/Fee Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Has a variance 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 this revocable encroachment permit for the proposed signage, subject to any modifications or conditions listed above.**

\_\_\_\_\_  
Authorizing Staff Member

\_\_\_\_\_  
Date