

Date: _____

Business Name: _____

**ADDRESS FOR
SIGN INSTALLATION:**

Unit: _____

Business Center Name: _____

TYPE	ILLUMINATION	FACE	DIMENSIONS
<input type="checkbox"/> Fascia Sign	<input type="checkbox"/> Illuminated Internally	<input type="checkbox"/> Single Face	Length:
<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Double Face	Width:
<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Other:		Height:
<input type="checkbox"/> Other:			Sign Area:
			Max Letter Height:
			Logo Height ¹ :

¹ Logo must be represented as it is registered with the CO Secretary of State (or other applicable authority) as that business name and/or identifier. Proof of registration may be required.

Commercial Signage Application must be submitted and approved in writing with Property Manager / Landlord / Owner's Approval and Signature.

APPLICANT INFORMATION

Business Name & Contact: _____
 Address: _____
EMAIL: _____
 Phone: _____

SIGNATURE:

PROPERTY MANAGER / LANDLORD / OWNER INFORMATION

Business Name & Contact: _____
 Address: _____
EMAIL: _____
 Phone: _____

SIGNATURE:

- Submittal Requirements:**
- One application per sign
 - Dimensioned drawing showing sign message and construction
 - Sketch/Site Plan showing location of sign

Process:

1. Staff will complete an initial review of the submitted items and provide comments.
2. Staff will determine the applicable Application Review Fee based on number of signs, complexity of review, variance requirements, etcetera and provide instructions on how the Fee can be paid online.
3. Applicant will revise design (if required) based on comments offered by Staff and resubmit for re-review.
4. Staff will prepare an Approval, Approval with Conditions (and/or Variance), or Denial Letter and send to Applicant and Douglas County.