



# Permanent SIGN APPLICATION

P.O. Box 159  
Elizabeth, CO 80107  
303-646-4166  
www.townofelizabeth.org

Project Address
Submit Date
Town Use Only

Building Permit # \_\_\_\_\_

## CONTACT INFORMATION

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Physical Address \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Owner's Mailing Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Owner's Email Address \_\_\_\_\_

Valuation of Project \_\_\_\_\_

## SIGN & PROPERTY INFORMATION

- 1) Zone District:  CMU  Public  
 Downtown  PUD  
 L-I  RC

Project Address \_\_\_\_\_

2) Home Occupation:  Yes  No

3) New Electrical Connection:  Yes  No

4) Business License?:  Yes  No

SIGN TYPE	ILLUMINATED?		SIZE (SQ.FT.)*	HEIGHT *
	Yes	No		
Building	Yes	No		
Building - Projecting	Yes	No		
Freestanding	Yes	No		
Freestanding-Joint Sign	Yes	No		
Changeable Copy	Yes	No		
Instructional	Yes	No		
Window	Yes	No		

\*Height is measured from the ground/average finished grade to the top of sign.  
Projecting signs also require height to bottom of sign.

## LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Owners Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant	Required Item for all Signs	Town Staff
	<p align="center"><b>ALL SIGN FEES</b></p> <p align="center"><b>Permanent: \$75 each and building permit fees if applicable.</b></p> <p>Additional building permit fees and use taxes may apply depending on site and scope of project.</p>	
	<p><b>Overlap - {Building Signs only} Figure 1, page 3.</b> No sign shall be in the same horizontal plane with others unless spaced as follows, measured from center to center of sign based on sign area:</p> <p><input type="checkbox"/> 3 sq. ft. or less - 10 feet spacing; <input type="checkbox"/> 3 to 4 sq. ft. - 20 feet spacing;</p> <p><input type="checkbox"/> 4 to 6 sq. ft. - 25 feet spacing; <input type="checkbox"/> Greater than 6 sq. ft. - 30 feet spacing</p>	
	<p><b>Signable Area - {Building Signs only} Figure 2, page 3.</b> Largest rectangle on building front exclusive of doors and windows. Max sign area is greater of 25% of signable area or 36.0 sq. ft.</p>	
	<p><b>Site Plan - {Building-Projecting; Changeable Copy; Freestanding; Freestanding-Joint; and Instructional signs only}.</b> Plan should show:</p> <ul style="list-style-type: none"> <li>- Property lines and Setbacks (Front, Side(s), Rear) to all Signs and Structures with distances</li> <li>- All Utility locations and all Easement(s)</li> <li>- Clear Sight Triangle needs to be denoted (See <b>Figure 3 on page 3</b>)</li> <li>- Public Trail(s) and Sidewalks abutting the property</li> <li>- All Street(s) / Alley(s) nearest to the property.</li> <li>- Existing and Proposed location for all signs on the property</li> <li>- Any lighting for the signs; - Changeable Copy - Code 16-12-80(d); Other pertinent information.</li> </ul>	
	<p><b>Elevation(s) - Figure 4, page 3.</b> The Elevation(s) should show:</p> <ul style="list-style-type: none"> <li>- Mounting apparatus / Footing Foundations - How will the sign be attached</li> <li>- Height - From ground to the highest point on the sign and to bottom of sign if projecting sign.</li> <li>- Material - What Material will the sign be made from</li> <li>- Lighting Components - All existing and proposed lighting units either exterior or within the sign.</li> <li>- Color Design of the proposed Sign(s) w/ Dimensions and total square footage</li> </ul>	
	<p><b>Supporting Material -</b> Depending on the application, the Town may require:</p> <ul style="list-style-type: none"> <li>- (If Applicable) Photos or Drawings of existing signs w/ Dimensions and total square footage</li> </ul>	
	<p><b>Building-Projecting Signs only - Figure 4, page 3.</b> A sign supported by an exterior wall of a building or other structure and displayed perpendicular to the face of the building or structure so that both sides of the sign are visible. Projecting signs extend from the building.</p> <ul style="list-style-type: none"> <li>- Distance of ALL projections from the building / structure, Distance above average finished grade, Distance to top of sign, and technical specs/drawings of support structure.</li> </ul>	

## For Town Staff Only

Date Submitted: \_\_\_\_\_

Planning Approval: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Building Official: \_\_\_\_\_

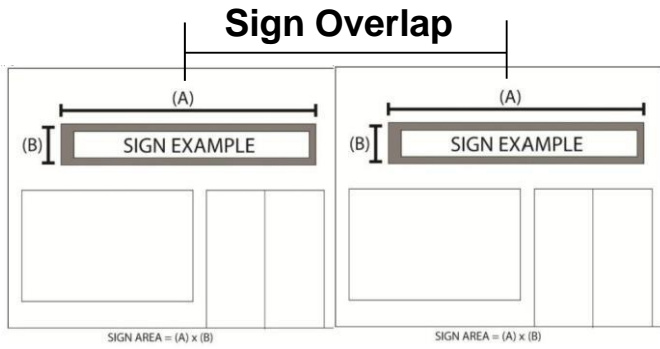
Notes

\_\_\_\_\_

\_\_\_\_\_

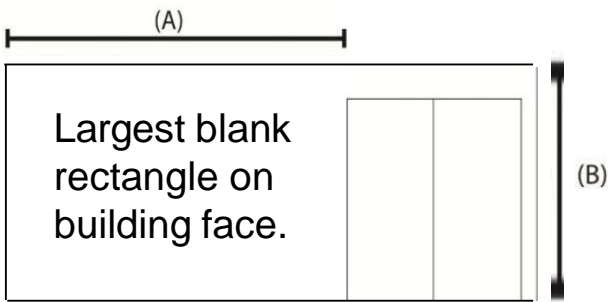
# Permanent SIGN APPLICATION

## Examples of Required Items

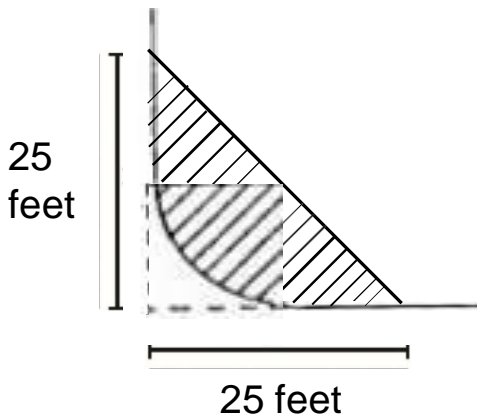


If sign area  $\leq 3$  S.F., overlap = 10 feet  
 If sign area  $> 3$  S.F. but  $\leq 4$  S.F., overlap = 20 feet  
 If sign area  $> 4$  S.F. but  $\leq 6$  S.F., overlap = 25 feet  
 If sign area  $> 6$  S.F., overlap = 30 feet

**Figure 1. Overlap.** Minimum distance between signs based on sign area.

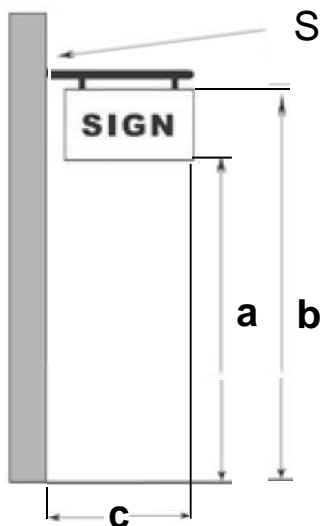


**Figure 2. Signable Area.** Signable Area =  $A \times B$ , excluding doors and windows.



**Figure 3. Clear Sight Triangle.** Sight triangle = area from point of intersection of property lines and back 25 feet along each.

Per Town of Elizabeth Municipal Code Section 16-12-40 (5), the following signs are prohibited: Signs that, by reason of **size**, **location**, content, coloring or manner of illumination or movement, obstruct the vision of drivers when traveling on a roadway, leaving a roadway or entering a roadway.



Show mounting apparatus and provide technical specifications.

**Figure 4. Elevations/Projecting Signs** Provide height to bottom of sign (a), height to top of sign (b), and projecting distance from building/structure (c).