



SIGN CHANGE PERMIT FOR PERMANENT SIGNS

*signs must have been previously permitted

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

CONTACT INFORMATION

Applicant Name _____ Phone Number _____

Email Address _____

Property Owners Name _____ Owners Mailing Address _____

Phone Number _____ City, State, ZIP _____

Email Address _____

SIGN & PROPERTY INFORMATION

1) Zone District: _____
e.g. MU-1, MU-2, MU-MS, H-C, or I-1

2) Home Occupation: Yes / No

3) New Electrical Connection: Yes / No

4) Business License Number:

Will any sign(s) be located on/over the
Town Right-of-Way: _____

Will any sign(s) be located within
CDOT Right-of-Way: _____

Please describe existing sign:

SIGN TYPE	ILLUMINATED	SIZE (SQ. FT.)	HEIGHT
<input type="checkbox"/> Awning	Yes / No		
<input type="checkbox"/> Projecting	Yes / No		
<input type="checkbox"/> Wall - North Facade	Yes / No		
<input type="checkbox"/> Wall - East Facade	Yes / No		
<input type="checkbox"/> Wall - South Facade	Yes / No		
<input type="checkbox"/> Wall - West Facade	Yes / No		
<input type="checkbox"/> Freestanding Monument	Yes / No		
<input type="checkbox"/> Service Station	Yes / No		
<input type="checkbox"/> Drive Thru Boards	Yes / No		
<input type="checkbox"/> Portable A-Frame	Yes / No		
<input type="checkbox"/> Other	Yes / No		

Please provide any known information about the existing sign, including original permit date or business that originally acquired the permit: _____

REFACE ACKNOWLEDGEMENT Please initial by each statement indicating that you have read and understood the statement.

I hereby certify that the Permanent Sign has not changed in size, location, and method of attachment and request that the permit be extended for _____ (new business). I understand that if the dimensions, size, method of attachment, type of sign, or location change, a new Permanent Sign Permit must be applied for by my business. _____

I understand that if the existing sign was not legally permitted, I am required to apply for a new Permanent Sign Permit. _____

I understand that if the existing sign is not in compliance, any changes made to the sign require that the sign be brought into compliance. I understand that if that is the case, a new Permanent Sign Permit must be obtained and any necessary changes to bring the sign into compliance must be made. _____

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 _____

____ / ____ / 20 ____
Date

Owner Signature _____

____ / ____ / 20 ____
Date

Applicant	Required Item for all Signs	Town Staff
	<p>County Sign Application (If Applicable) Is the new sign needing electrical work? <input type="checkbox"/> YES <input type="checkbox"/> NO Is the sign a free standing monument over 6 ft. tall? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES to <i>either</i> question, a County Permit is required.</p>	
	<p>All Sign Fees - Town, County (if Applicable), Encroachment (if Applicable) <input type="checkbox"/> Permanent: \$60 <input type="checkbox"/> Temporary Sign: \$20 <input type="checkbox"/> Comprehensive Sign Plan: \$100 + \$20 per Sign <input type="checkbox"/> Special Review Sign: \$100 <input type="checkbox"/> Sign Change: \$10</p>	
	<p>Proof of Ownership - Used to confirm full ownership of the property. One extra copy will need to be provided if a County Sign Application is pulled.</p>	
	<p>Elevation(s) - The Elevation(s) should show: - Mounting Apparatus / Footing Foundations - How will the sign be attached - Height - From ground to the highest point on the sign - Material - What Material will the sign be made from - Lighting Components - All existing and proposed lighting units - Color Design of the proposed Sign(s) w/ Dimensions and total square footage</p>	
	<p>Supporting Material - Depending on the application, the Town may require: - (If Applicable) Photos or Drawings of existing signs w/ Dimensions and total square footage</p>	
	<p>Projecting Signs Only - A sign which is supported by an exterior wall of a building or other structure and which is constructed and displayed perpendicular to the face of the building or other structure so that both side of the sign are visible. A projecting sign extends out from the building. - Distance of ALL projection from the building / structure - Encroachment Permit with revocable license agreement 16-04-7-5 (A)(4)</p>	
	<p>Off Premise Signs Only (Special Review / Comprehensive Sign Plan process) - A sign that advertises a business, commodity, service or entertainment not related to the premises where the sign is located. - Site Plan describing the location of the sign (see site plan requirements above) - Off Premise Owner(s) Permission by Owner Authorization Form. (Will need warranty deed to prove ownership)</p>	

For Town Staff Only

Date Submitted: ____ / ____ / 20 ____

Date Reviewed: ____ / ____ / 20 ____

Reviewer Name: _____

Planning Approval: _____

Notes

Admin Approval: _____

Date: ____ / ____ / 20 ____