



# SIGN APPLICATION

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 \_\_\_\_\_

## APPLICATION TYPE

- Temporary Sign  
  Comprehensive Sign Plan  
  Special Review Application  
  Sign Permit

## SIGN & PROPERTY INFORMATION

- 1) Zone District:  B-1 /  B-2 /  I-1  
 2) Home Occupation:  Yes /  No  
 3) New Electrical Connection:  Yes /  No  
 4) (Temp) Duration of Sign(s) Placement:  
 \_\_\_\_\_ - \_\_\_\_\_  
 5) Business License Number:  
 \_\_\_\_\_

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		

Will any sign(s) be located on/over the Town Right-Of-Way: \_\_\_\_\_

Will any sign(s) be located within CDOT Right-Of-Way: \_\_\_\_\_

## 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

Owners Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date

Applicant	Required Item for all Signs	Town Staff
	<b>County Sign Application (If Applicable)</b> - If new electrical or if the structure is over 6' tall.	
	<b>All Sign Fees</b> - Town, and County (if Applicable), Encroachment (if Applicable) <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent: \$60 <span style="margin-left: 200px;"><input type="checkbox"/> Temporary Sign: \$20</span></li> <li><input type="checkbox"/> Comprehensive Sign Plan: \$100 + \$20 per Sign <span style="margin-left: 50px;"><input type="checkbox"/> Special Review Sign: \$100</span></li> </ul>	
	<b>Proof of Ownership</b> - Used to confirm full ownership of the property. One extra will need to be provided if a County Sign Application is pulled.	
	<b>Site Plan</b> - The Plan should show: <ul style="list-style-type: none"> <li>- Property lines</li> <li>- 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 (Code section 16-4)</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 lightning for the signs.</li> <li>- Other pertinent information</li> </ul>	
	<b>Elevation(s)</b> - The Elevation(s) should show: <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</li> <li>- Material - What Material will the sign be made from</li> <li>- Lighting Components - All existing and proposed lighting units</li> <li>- Color Design of the proposed Sign(s) w/ Dimensions and total square footage</li> </ul>	
	<b>Supporting Material</b> - Depending on the application, the Town may require: <ul style="list-style-type: none"> <li>- (If Applicable) Photos or Drawings of existing signs w/ Dimensions and total square footage</li> </ul>	
	<b>Projecting Signs Only</b> - 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 form the building) <ul style="list-style-type: none"> <li>- Distance of ALL projection from the building / structure</li> <li>- Encroachment Permit with revocable license agreement 16-242(j)(5)(b)</li> </ul>	
	<b>Off Premise Signs Only (Special Review / Comp Sign plan process)</b> - A sign that advertises a business, commodity, service or entertainment not related to the premises where the sign is located. <ul style="list-style-type: none"> <li>- Site Plan describing the location of the sign (see site plan requirements above)</li> <li>- Off Premise Owner(s) Permission by Owner Authorization Form.</li> </ul> (Will need warranty deed to prove ownership)	

## For Town Staff Only

Date Submitted: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Date Reviewed: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Reviewer Name: \_\_\_\_\_

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

Notes

\_\_\_\_\_

\_\_\_\_\_

Admin Approval: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_