



**SIGN PERMIT APPLICATION**

**INSTRUCTIONS**

A properly completed application and a non-refundable \$20.00 administrative fee are required for each proposed sign and is due at the time of submittal. Once the permit is approved, the administrative fee is applied towards the total permit fee.

**SUBMITTAL REQUIREMENTS**

TWO (2) site plans to scale showing the street address of the property upon which the subject sign is to be located, the proposed location of subject sign on subject property, the distance of the proposed sign from the subject property's boundaries, and all existing structures or buildings on the subject property; AND TWO (2) sets of Sign details\*, including a proposed color scheme of sign, scaled elevation of the size and height of the proposed sign from ground level and adjacent street level and square foot area per sign and the aggregate square foot area if there is more than one (1) sign face. For wall signs: Two sets of building elevations.

*\* If any new electrical work will be done you will also be required to obtain an Electrical Permit from the Building Department.*

**SITE INFORMATION** (please print)

Address of Sign: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**BUSINESS INFORMATION** (please print)

Name of Business: \_\_\_\_\_ Business License No.: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Property Owner: \_\_\_\_\_

**APPLICANT INFORMATION** (please print)

Applicant Name and Association (Contractor/Business Owner/Property Owner): \_\_\_\_\_

Contractor License No.: \_\_\_\_\_ Address/City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SIGN INFORMATION** (please print)

Value of Proposed Sign (Labor & Materials): \$ \_\_\_\_\_ Total Square Footage (double for two-sided): \_\_\_\_\_

Sign Type (Fascia/Monument): \_\_\_\_\_ Temporary Sign (Yes/No): \_\_\_\_\_ Two-Sided (Yes/No): \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Overall Height: \_\_\_\_\_

Setback from Property Line (feet): \_\_\_\_\_ If Illuminated (Internal/External): \_\_\_\_\_

**SIGN ACKNOWLEDGEMENT AND SIGNATURE**

*I certify that I have read this application and state that the above information is correct, and agree not to start sign installation until this application has been approved and I have received and signed my City of Castle Pines permit. I certify that I have authority to request and sign for this permit as, or on behalf of, the property owner. I agree to comply with the laws of the State of Colorado and the zoning regulations and building code of the City of Castle Pines, and any violation of these will cause immediate revocation of the sign permit.*

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Use Only	Sign Permit	Staff Comments	
Permit No.:	Admin Review Fee: <b>\$20.00</b> (applied to total fee):	Approved:	Yes
Reviewer Initials:	Permit Fee = \$50 Base Fee + \$1 per Sq. Ft.:		No
Zone District:	Use Tax = 1/2 Value x 2.75%:	Date Reviewed:	
§ Code Reference:	Total Fee: \$	Inspection Date:	