

Permit Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Initials \_\_\_\_\_



## City of Montrose

### SIGN PERMIT APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to [planningmail@cityofmontrose.org](mailto:planningmail@cityofmontrose.org). Large files may be shared via Dropbox or Google Drive.

**Please contact Planning Services at (970) 240-1407 for assistance.**

BUSINESS NAME	SIGN CONTRACTOR
NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS OF SIGN:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

I hereby acknowledge that I, the owner/applicant, have read and understand the City of Montrose Sign Code, and hereby affirm the truth and veracity of the information I have provided in this application. I agree to comply with all City of Montrose Sign Code Ordinances, Regulations, policies, and procedures.

Signature: \_\_\_\_\_

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

## **REQUIRED APPLICATION MATERIALS**

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This list is intended as a guide and may not be a complete list of all requirements.

- ⦿ Site plan of the approximate location for all proposed signs on the property/building (PDF)
- ⦿ Renderings of all proposed signs to include dimensions (height and width of both sign face and sign base) (PDF or JPEG)
- ⦿ Non-refundable sign permit fee, to be determined by the number and type of sign (check, credit card, cash)
- ⦿ Letter of consent from property owner to post sign on property (if different from business owner)
- ⦿ Colorado Revised Statute (C.R.S.) Title 9 requires a utility locate before digging to prevent injury to persons and damage to property from accidents from damage to underground facilities by excavation. Please call 811 for a free utility locate prior to any excavating.

## EXISTING SIGNS

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1. Property zoning:	3. Is there more than one business on this property? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are there signs currently on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	3a. If yes, what is the linear street frontage of this business?
2a. If yes, how many? _____ Primary signs _____ Secondary signs	3b. If no, what is the linear street frontage of the property?

## PROPOSED SIGNS

1. Number of primary signs:	Dimensions: _____
2. Type of sign (check all that apply) <input type="checkbox"/> Wall sign <input type="checkbox"/> Projecting sign <input type="checkbox"/> Freestanding sign	Square feet: _____
3. Number of secondary signs:	Dimensions: _____
4. Type of sign (check all that apply) <input type="checkbox"/> Wall sign <input type="checkbox"/> Projecting sign <input type="checkbox"/> Freestanding sign	Square feet: _____
5. Total number of proposed signs:	Total square feet:

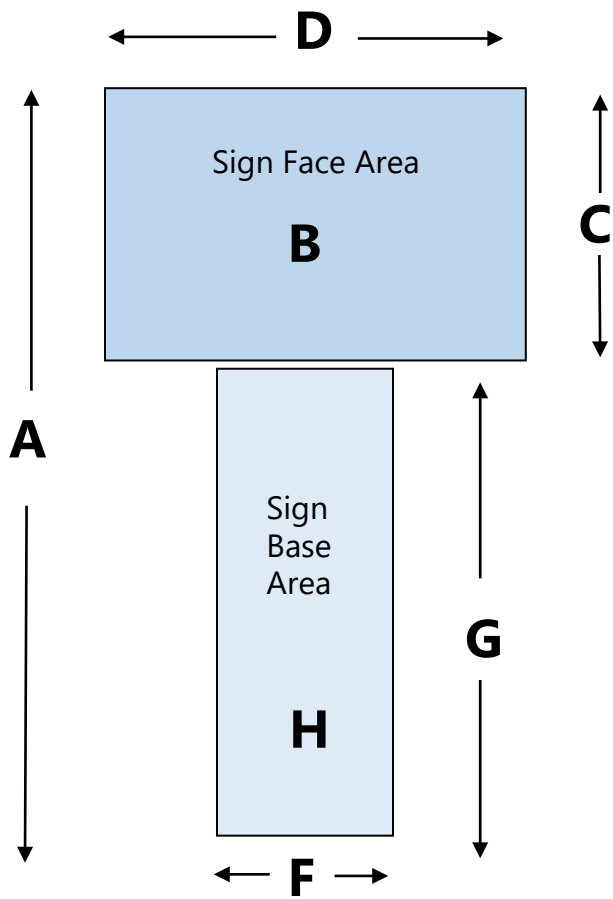
## FREESTANDING SIGN CALCULATION

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See next page examples for reference.

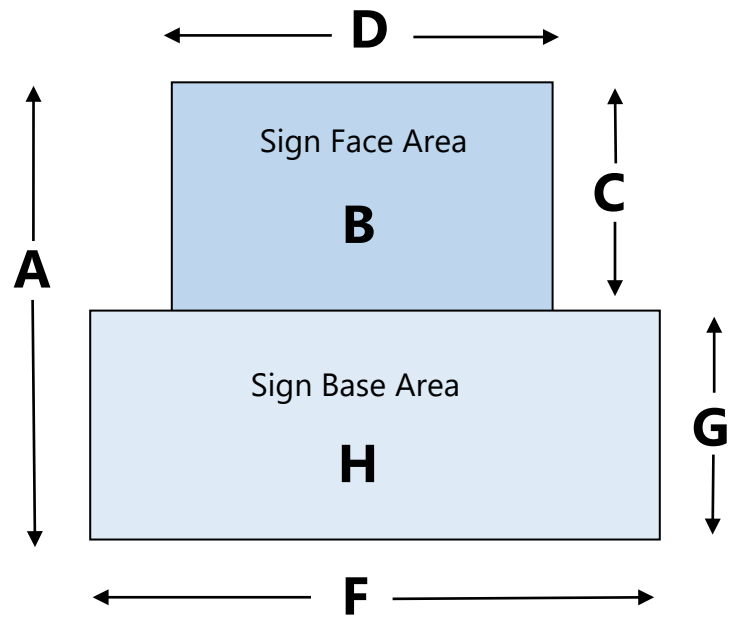
<b>A</b>	Total proposed sign height		
<b>Signs under 12' in height do not require completion of the rest of this form</b>			
<b>B</b>	Proposed sign face area (C*D)		
<b>C</b>	Proposed sign face height		
<b>D</b>	Proposed sign face width		
<b>E</b>	40% of proposed sign face width (D*0.4)		The width of the sign base must be at least 40% of the sign face width.
<b>F</b>	Proposed sign base width		
<b>F must be greater than or equal to E</b>			
<b>G</b>	Proposed sign base height		
<b>H</b>	F*G (Proposed sign base area)		
<b>I</b>	B*0.75 (75% of Sign Face Area)		Any amount of the base greater than 75% of the sign face must be included in the total sign size
<b>J</b>	H-I (Base area – 75% of face area)		
<b>K</b>	J+B (Excess base area + sign face area)		This is the total sign size
<b>K may not exceed the freestanding sign allowance for the property</b>			

## EXAMPLES FOR REFERENCE



**IMPORTANT**

- Any area of "H" over 75% of "B" is counted towards the overall sign area.
- "F" must be at least 40% of "D"
- 150 sq ft of landscaping is required around the base of a freestanding sign if located within 50 feet of right-of-way



## SIGN PERMIT FEES

Sign Type	Fee
Primary sign	\$30.00 per sign
Secondary sign	\$15.00 per sign

Total Permit Fee \$ \_\_\_\_\_

## CITY USE ONLY

Number of signs permitted		
Square footage of all signs approved by this permit		
Size of primary signs		
Size of secondary signs		
Variance <input type="checkbox"/> YES VAR # _____  <input type="checkbox"/> NO	_____ Approved  _____ Denied	

Staff Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_