



SIGN APPLICATION

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

Project Address _____
Submit Date _____
Town Use Only

CONTACT INFORMATION

Applicant Name _____ Phone Number _____
 Email Address _____ Physical Address _____
 Property Owners Name _____ Owners Mailing Address _____
 Phone Number _____ City, State, ZIP _____
 Email Address _____

APPLICATION TYPE

Temporary Sign Sign Permit Comprehensive Sign Plan Review
 (Sign Permit will be required if approved) Reface

SIGN & PROPERTY INFORMATION

1) Zone District: MU-1 MU-2
 MU-MS HC
 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
Awning	Yes / No		
Projecting	Yes / No		
Wall - North Facade	Yes / No		
Wall - East Facade	Yes / No		
Wall - South Facade	Yes / No		
Wall - West Facade	Yes / No		
Freestanding Monument	Yes / No		
Service Station	Yes / No		
Drive Thru Boards	Yes / No		
Portable A-Frame	Yes / No		
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 _____ Print Name _____ /____/ 20____
 Date

Owners Signature _____ Print Name _____ /____/ 20____
 Date

Applicant	Required Item for all Signs	Town Staff
	County Sign Application (If Applicable) - If new electrical or if the structure is over 6' tall.	
	All Sign Fees - Town, and County (if Applicable), Encroachment (if Applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Permanent: \$65 each <input type="checkbox"/> Comprehensive Sign Plan: \$110 + \$20 per Sign <input type="checkbox"/> Temporary Sign: \$20 <input type="checkbox"/> Each Reface: \$10 each 	
	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.	
	Site Plan - The Plan should show: <ul style="list-style-type: none"> - Property lines - Setbacks (Front, Side(s), Rear) to all Signs and Structures with distances - All Utility locations and all Easement(s) - Clear Sight Triangle needs to be denoted (Code section 16.4.4.4.E2) - Public Trail(s) and Sidewalks abutting the property - All Street(s) / Alley(s) nearest to the property. - Existing and Proposed location for all signs on the property - Any lightning for the signs. - Other pertinent information 	
	Elevation(s) - The Elevation(s) should show: <ul style="list-style-type: none"> - Mounting apparatus / Footing Foundations - How will the sign be attached - Height - From ground to the highest point on the sign and to bottom of sign if projecting sign. - Material - What Material will the sign be made from - Lighting Components - All existing and proposed lighting units either exterior or within the sign. - Color Design of the proposed Sign(s) w/ Dimensions and total square footage 	
	Supporting Material - Depending on the application, the Town may require: <ul style="list-style-type: none"> - (If Applicable) Photos or Drawings of existing signs w/ Dimensions and total square footage 	
	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 form the building) <ul style="list-style-type: none"> - Distance of ALL projections from the building / structure and Distance above sidewalk - Encroachment Permit with revocable license agreement 16.4.7.5.A4 	
	Off Premise Signs Only (Special Review / Comp Sign plan process) - 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"> - 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)	

For Town Staff Only

Date Submitted: ____ / ____ / 20 ____

Date Reviewed: ____ / ____ / 20 ____

Reviewer Name: _____

Planning Approval: _____

Notes

Admin Approval: _____

Date: ____ / ____ / 20 ____