

1/2025

## SIGN PERMIT APPLICATION

Town of Silt

231 N. 7<sup>th</sup> Street - PO Box 70

Silt, CO 81652

Phone: 876-2353 Ext. 110 Fax: 876-2937

PERMIT NO. \_\_\_\_\_

ZONE DISTRICT \_\_\_\_\_

DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S MAILING ADDRESS \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS \_\_\_\_\_

PROPERTY OWNER'S EMAIL ADDRESS \_\_\_\_\_

ADDRESS(ES) OF PROPOSED SIGN \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

TOTAL COSTS: \_\_\_\_\_ MATERIAL COSTS: \_\_\_\_\_

***\*DOUBLE PERMIT FEE IF SIGNS ARE INSTALLED PRIOR TO OBTAINING A PERMIT \****

### **SUBMITTAL REQUIREMENTS:**

1. A scaled drawing on a sheet measuring no less than 8.5" x 11", showing location of proposed sign in relation to all buildings on the site, structures on adjoining property, adjacent streets, all property lines and setbacks.
2. A scaled drawing on sheet(s) measuring no less than 8.5" x 11", depicting the following:
  - a. Sign face(s);
  - b. Sign type(s) (wall mounted, freestanding, projecting, awning, etc.);
  - c. Sign message;
  - d. Type and location of landscaping?
  - e. Type and location of sign illumination?
  - f. Total sign height (on building or from ground level);
  - g. Dimensions of each sign face;
  - h. List all existing signs on the property including any preexisting and/or non-conforming signs; and
  - i. Colors and construction materials.
3. Method of installation, with certification that all sign construction and mounting attachments will meet current Town of Silt Building Code requirements.
4. Current photograph(s), measuring no less than 3.5" x 5", showing each side of building, including the side of the building proposed for signage.
5. Sign type (wall mounted, freestanding, projecting, etc.).

A temporary banner with a maximum area of twenty (20) square feet may be placed on commercial building no higher than twelve (12) feet from ground level, with a minimum setback from property line of six (6) feet, for a period of time not to exceed thirty (30) consecutive days (maximum of 2 banners, thirty calendar days each). The penalty for non-removal after stated timelines above is \$50/day of violation.

**BY SIGNING THIS APPLICATION, THE UNDERSIGNED CERTIFIES AND AFFIRMS THAT ALL OF THE SUBMITTED INFORMATION IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. SUBMISSION OF FALSE OR MISLEADING INFORMATION MAY RESULT IN REVOCATION OF ANY PERMIT ISSUED.**

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

DATE \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

*For Office Use Only:*

**RECORD OF DECISION OF SIGN PERMIT APPLICATION**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ APPROVED WITH CONDITIONS

CONDITIONS OF APPROVAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ DENIED

BASIS OF DENIAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DECISION BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

\_\_\_\_\_