



TEMPORARY BANNER / SIGN PERMIT APPLICATION

TO SUBMIT THIS APPLICATION, COMPLETE AND DELIVER WITH THE APPROPRIATE FEE & DEPOSIT.

BY MAIL TO:
TOWN OF PAGOSA SPRINGS
SIGN PERMIT
PO BOX 1859
PAGOSA SPRINGS, CO 81147

IN PERSON TO:
TOWN HALL
551 HOT SPRINGS BLVD.
PAGOSA SPRINGS, COLORADO

NAME OF BUSINESS/ ORGANIZATION: _____

OWNER'S NAME: _____ PHONE: _____ FAX: _____

ADDRESS WHERE SIGN IS TO BE ERECTED: _____

MAILING ADDRESS: _____ E-MAIL: _____

SIGN MANUFACTURER: _____ PHONE: _____

See the second (2nd) page of this application for Temporary Banners / Signs that require an approved Temporary Sign Permit Application and Guidelines.

LIST ALL TEMPORARY SIGNS TO BE PERMITTED UNDER THIS APPLICATION

All businesses may annually apply for 5 – 2 week periods of temporary signage.
Please refer to The Town of Pagosa Springs Municipal Code in regards to temporary signage standards. Guidelines are printed on second page of this application, or visit: WWW.TOWNOFPAGOSASPRINGS.COM (Click on "Documents" then "Signs" then "Temporary Sign Permit & Guidelines")

	Description / Text	Sign Size, Area (sq.ft.)	Date	
			To Be Erected	To Be Removed
	Example: "ROBB'S RIBS Texas Style Bar-B-Que" dark blue background with white lettering			
1				
2				
3				
4				
5				

<p>Application & Deposit Checks should be SEPARATE CHECKS and payable to: <i>Town of Pagosa Springs</i></p>	<input type="checkbox"/> \$10 per sign / each 2 week permit period <input type="checkbox"/> \$50 deposit (Separate Check to be returned at the verified and punctual removal of each temporary sign)	<p>Separate Checks</p>
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I HEREBY CERTIFY THE CONTENTS OF THIS APPLICATION TO BE CORRECT TO THE BEST OF MY KNOWLEDGE AND AGREE TO CONSTRUCT, ERECT, MAINTAIN AND PROMPTLY REMOVE THE SIGN(S) ACCORDING TO THE APPROVAL AS DESCRIBED AND ALL TOWN ORDINANCES. I HAVE RECEIVED A COPY OF THE TEMPORARY SIGN GUIDELINES AND UNDERSTAND THAT ANY AND ALL ADDITIONAL PERMANENT SIGNS, TEMPORARY SIGNS OR SIGN CHANGES, REQUIRE AN APPROVED SIGN PERMIT PRIOR TO DISPLAYING SUCH SIGNS.

OWNER'S SIGNATURE: _____ DATE: _____

APPLICATION REVIEWED BY: _____ DATE: _____

APPROVED REFER TO DESIGN REVIEW BOARD DISAPPROVED

COMMENTS: _____

Town of Pagosa Springs TEMPORARY BANNER / SIGN Code Reference Guide LAST UPDATE FEB. 09

Sign Type	Sign Zone	Max Area	Max Height	Sign Location	Sign Details	Permit Required
SANDWICH BOARD Sign	All	5 sq. ft. per side, for 10 sq. ft. Total.	On Ground	With in 3 feet of Main Door Entrance. 42" Free Public Passageway required.	Sign required to be removed daily at the end of business. One time permit & \$25.00 fee required.	Yes
WINDOW Inside of Glass	All	50% Coverage 30% in Historic		Inside of Glass, NO Permit Required. Outside of Glass, Permit is Required	If affixed to exterior of window, counts towards your total allowable signage available.	Inside = No Outside= Yes
TEMPORARY Banners / Signs	All	10 sq. ft. Max	Per Sign Zone.	Permit Required. Available 5 – 2 week Periods per Year.	\$10. per 2 week period. \$50. Deposit Required.	Yes
GRAND OPENING Sign/Banner	All	60 sq. ft. Max	Below Roof Line & Per Sign Zone	Permit Required. 4 weeks Available Max.	\$10. per 2 week period and a \$50. Deposit Required. Counts towards your 5-2 week periods / year.	Yes
Grand Opening Displays	All	Assorted Pennants and Inflatables.	Below Roof Line	OK to Display in Conjunction with Grand Opening Signs Only!	14 days Maximum with Approved Temp Sign Permit. Counts towards your 5-2 week periods / year.	Yes
HOLIDAY Decorations	All		Below Roof Line.	No Higher than Roof line.	May be displayed Up To 45 Days Per Holiday.	No
ARTISIC MURALS	All		Per Sign Zone.		Town approval is required. No advertisements allowed. Must adhere to town codes.	Yes No Fee.
NON PROFIT EVENT Signs	All	32 sq. ft. Max	Per Sign Zone.	ON SITE of Event location.	May Be Displayed Up To 30 Days Prior to Event. Must be removed 3 days following Event.	Yes
	All	10 sq. ft. Max	Per Sign Zone.	OFF SITE of Event location, Must be on Private Property, with letter of permission from property owner.	May Be Displayed Up To 14 Days Prior to Event. Must be removed 3 days following Event. All off site signage for event must be identified on Temporary Sign Permit Application.	Yes
VENDORS	All	10 sq. ft. Max	Below Booth Height.	At Booth Location ONLY.	Must have approved Town Vendor Business License. Signage Removed Daily.	Yes
FLAGS Governmental	All	No More Than 2 at 10 sq. ft. each	Below Roof Line.	Must not interfere with Public Right of Way.	No More Than Two (2) Governmental Flags Displayed	No
FLAGS Non Advertising	All	Only one Allowed at 10 sq. ft. max.	Below Roof Line.	Must not interfere with Public Right of Way.	NO Advertising Allowed. NO OPEN / WELCOME Flags	No
VEHICLE Signs	All			Permanently attached to Vehicle.	Incidental to Primary Use of Vehicle.	No
REAL ESTATE Signs	Residential	9 sq. ft. Max Includes Riders.	Per Sign Zone.	On Property for Sale. Not in Right Of Way.	Not in Right of way is property between street and property line.	No
	Commercial	32 sq. ft. Max Includes Riders.	Per Sign Zone.	May be Double Sided and May be Angled up to 30 degrees.	1 Sign per 400 feet of Street Frontage.	No
	Open House	6 sq. ft. Max	3' high Max.	SEE CODE SPECIFICS !!	Permit is REQUIRED !! Call Sign Code Administrator for details.	Yes
POLITICAL Signs	All	6 sq. ft. Max	Per Sign Zone.	May Be Displayed Up To 45 Days Prior to Election.	Must be removed 3 days following Election or Event.	No
CONSTRUCTION Signs	All	9 sq. ft. Max Includes Riders.	Per Sign Zone	On property under construction.	Remove Prior to Certificate of Occupancy	No
HOT SPRINGS BLVD. BANNER	Hot Springs Blvd ONLY	4' x 40' with required wind holes.	Existing Over Road	Hot Springs Blvd, North of Bridge. SEE Hot Springs Blvd Banner Permit Application for FULL DETAILS.	Requests and Applications accepted after 1 st of each year.. First Come, First Reserved. Completed Hot Springs Blvd. Banner Permit Is Required. \$50 fee.	HSB Permit Required