



# SIGN PERMIT APPLICATION

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

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

OR

IN PERSON TO:  
TOWN HALL  
551 HOT SPRINGS BLVD.

PROJECT ADDRESS: \_\_\_\_\_ OWNER'S NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGN MANUFACTURER: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Number of Signs:**       1 to 2 signs       3 or more signs (Comprehensive Sign Program)

- Sign Zone:**  **Sign Zone #1:** All Commercially Zoned properties 1<sup>st</sup> Street – 10<sup>th</sup> Street.  
 **Sign Zone #2:** All Commercially Zoned properties except 1<sup>st</sup> Street – 10<sup>th</sup> Street.  
 **Sign Zone Historic:** All Signs in the Historic District or on Designated Historic Landmark Properties  
 Require an approval from the Historic Preservation Board prior to final approval.  
 **Sign Zone Residential:** All Residential Zoned Districts.

**Total area allowed for all of your signs combined:** The maximum area allowed is based on the amount of street frontage you have. You are allowed one square foot of sign area for every linear foot of street frontage. Corner lots may include 50% of additional street frontage. A 10% increase is allowed for signs in a Comprehensive Sign Program. Each Sign Zone has specific restrictions and requirements. **Please see the Specific Sign Zone restrictions and requirements.**

Primary Street Linear Feet of Frontage: \_\_\_\_\_ ft.    Secondary Street Frontage: \_\_\_\_\_ ft. (may use 50% towards sign square foot)  
 Maximum area allowed for all signs combined: \_\_\_\_\_ square feet.

**Lighting:**       Sign(s) are not lighted.       Sign(s) have lighting and meet the Code requirements.

**Additional Documentation:** Applicant must attach a drawing of each of the sign(s). Drawings must include dimensions, the sign text as well as the colors used for each of the sign elements. In addition, a site plan for a Comprehensive Sign Program is also required.

LIST ALL THE SIGNS (INCLUDING EXISTING SIGNS) TO BE PERMITTED UNDER THIS APPLICATION					
The code identifies four basic types of sign: (FS) Free Standing, (PS) Projecting Signs, (WS) Wall Mounted Signs and (SB) Sandwich Board. Each type of sign has a series of restrictions which apply to it. Please see the Specific Sign Zone restrictions and requirements.					
	New / Existing	Type of Sign FS / PS / WS / SB	SIGN Description / Text (If Free-Standing or Projecting, include Height Above Grade of proposed sign)	Height above grade	Area (sq.ft.)
1					
2					
3					
4					
5					
<b>Application Fee For New or Existing Unpermitted Signs:</b> Checks should be made out to "Town of Pagosa Springs" <b>Date Paid:</b> /    / <b>Received By:</b>			<input type="checkbox"/> \$25 - One Sign <input type="checkbox"/> \$50 - Two Signs <input type="checkbox"/> \$75 - Comprehensive Sign Program	<b>Total area of all permanent signs:</b>  <b>Total area allowed for all of your signs:</b>  <b>Allowable area remaining for any future signage:</b>	

For a complete copy of Town of Pagosa Springs Sign Code & Sign Guidelines visit: [WWW.TOWNOFPAGOSASPRINGS.COM](http://WWW.TOWNOFPAGOSASPRINGS.COM) (Click on DOCUMENTS then SIGNS)

**I HEREBY CERTIFY THE CONTENTS OF THIS APPLICATION TO BE CORRECT AND AGREE TO CONSTRUCT, ERECT, AND MAINTAIN THE SIGN(S) ACCORDING TO THE APPROVAL AS DESCRIBED AND ALL TOWN ORDINANCES. I HAVE RECEIVED AND REVEIUED A COPY OF THE TOWNS SIGN GUIDELINES AND UNDERSTAND ANY & ALL ADDITIOANL PERMANENT OR TEMPORARY SIGNS AND ANY SIGN CHANGES, REQUIRE AN APPROVED SIGN PERMIT PRIOR TO DISPLAYING SUCH SIGNS.**

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REFER TO HISTORIC PRESERVATION REVIEW BOARD       REFER TO DESIGN REVIEW

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

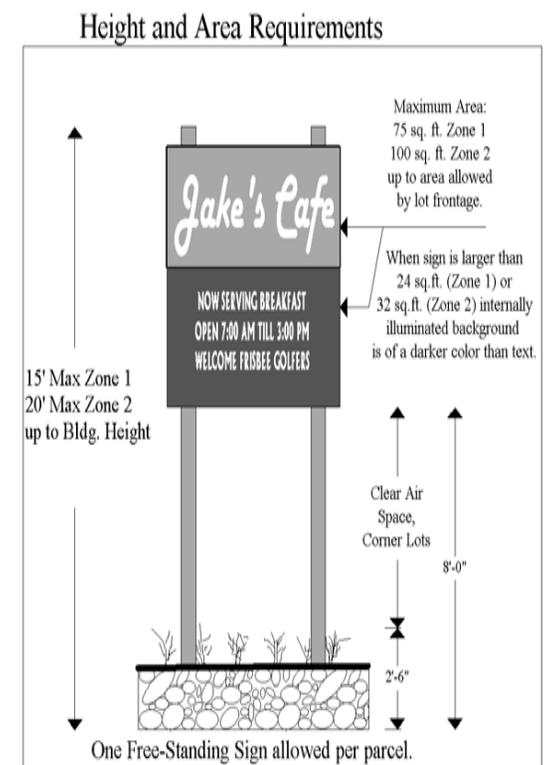
APPROVED       DISAPPROVED

# Town of Pagosa Springs SIGN CODE REFERENCE GUIDE

LAST UPDATE FEB. 09

Sign Type	Sign Zone	Max Area	Max Height	Sign Location	Sign Details	Permit Required
FREE STANDING	# 1	75 sq. ft. max	15'-0"	6' from ROW & 5' from Side lot line. Landscape min. 1 ft beyond edges.	SEE Free Standing Sign Guidelines & Corner Lots SEE 35' Triangle Rule → →	Yes
	# 2	100 sq. ft. max	20'-0"			
	Residential	24 sq. ft. max	5'-0"			
	Historic	25 sq. ft. max	15'-0"			
WALL MOUNTED	# 1	100 sq. ft. Max	No Higher than Roof	Any wall of building.	# 1, No more than 5% of Facade	Yes
	# 2	See Façade Max %			# 2, No more than 10% of Facade	
	Residential	24 sq. ft. max			Check w/ Sign Code Administrator	
Historic	25 sq. ft. max	See Historic Design Standards	See Historic Design Standards			
PROJECTING Sign	All	½ of street frontage & 24 sq. ft. Max	No Higher than Roof	8'-6" Clearance above Sidewalk. 2'-0" back from curb line.	Over Sidewalks Restricted to buildings that abut sidewalk.	Yes
SANDWICH BOARD Sign	All	5 sq. ft. per side.	On Ground	With in 3 feet of Main Door Entrance. 42" Free Public Passageway required.	Sign required to be removed daily At end of business.	Yes
WINDOW Inside of Glass	All	50% Coverage Max 30% in Historic		Inside of Glass Only.	If affixed to exterior of window, counts towards your total allowable signage available.	Inside = No Outside=Yes
ILLUMINATION & LIGHTING	All	Text Lighter Color than Background.	SEE lighting standards.	Indirect or Internally Illuminated. Residential, Indirect Only.	NO Flashing / Fluttering Lights anywhere on ANY Sign	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
TEMPORARY 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. \$50. Deposit Required.	Yes
TEMPORARY Grand Opening Displays	All	Assorted Pennants and Inflatables.	Below Roof Line & Per Sign Zone.	Pennants and Inflatable Figures OK to Display in Conjunction with Grand Opening Signs Only!	14 days Maximum with Above Permit Applied for and Paid.	Yes
HOLIDAY Decorations	All		Below Roof Line.	Displayed Up To 45 Consecutive Days Per Holiday.		No
ARTISIC MURALS	All				No advertisements allowed. Must adhere to town codes.	Yes No Fee.
NON PROFIT EVENT Signs	On Site	32 sq. ft. Max	Per Sign Zone.	May Be Displayed Up To 30 Days Prior to Event.	Remove 3 days following Event.	Yes
	Off Site	10 sq. ft. Max	Per Sign Zone.	May Be Displayed Up To 14 Days Prior to Event.	Remove 3 days following Event. Must be on Private Property.	Yes
FLAGS Governmental	All	No More Than 2 at 8 sq. ft. each	Below Roof Line.		No More Than Two (2) Governmental Flags Displayed	No
FLAGS Non Advertising	All	Only one Allowed at 8 sq. ft. max.	Below Roof Line.		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%	1 Sign per 400 feet of Street Frontage.	No
	Open House	6 sq. ft. Max	3' high Max.	SEE CODE SPECIFICS !!	Permit is REQUIRED !!	Yes
POLITICAL Signs	All	6 sq. ft. Max	Per Sign Zone.	May Be Displayed Up To 45 Days Prior to Election.	Remove 3 days following Election or Event.	No
CONSTRUCTION Signs	All	9 sq. ft. Max Includes Riders.	Per Sign Zone.		Remove Prior to Certificate of Occupancy	No

## Design Guidelines for a Free-Standing Sign



## Location Requirements

