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Dear Business Owner:

On behalf of the Town of Pagosa Springs, thank you for applying for your business license or renewing online.

As part of your Business License review process, the Planning Department will perform a brief inspection of the site to ensure continued maintenance and ongoing compliance with various elements addressed in the Land Use and Development Code (the LUDC, part of the Town's Municipal Code). Staff doesn't need access to the interior or office space, but will come to the business and may take some photos for the file. If we note any concerns or questions, we will contact you at the e-mail provided in your Business License application.

As a small tourism town the quality of our streetscapes, sidewalks, historic district, and night sky is critical to our primary import, as is the importance of residents and visitors experience of our small town character and charm. Our goal is to apply the Code as equitably as feasible to maximize benefit to the public.

Below are the typical items we look for along with their LUDC references, although this list is not inclusive. If you have any concerns, please contact the Planning Department and we'll be happy to answer any questions you may have. See ***Exhibit A: Examples of Code Compliance/Non-Compliant Features*** for additional information.

1. **Do I need a permit?**

- a. Your Business License may require additional permit from planning, including but not limited to, a Conditional Use Permit or a Temporary Use Permit. Typical instances where these permits are required include vacation or short-term rentals when located in any residential zone, vending including mobile food concessions, sales of agricultural products (vegetables, jerky, nuts), or offering of goods or services not at an established business location. If you are unsure, please contact the Planning Department. Your initial Business License will be subject to receiving required permits prior to starting up.

2. **Lighting**, LUDC Section 6.11: Outdoor light fixtures must comply with the Code so that light sources are concealed or shielded so that no light source (bulb or other source) is visible from the property line. This includes any lighting for signs.

3. **Signs:**

- a. **Permanent signs**, LUDC Section 6.12.A – signs must be in good condition and not pose any public safety risk. Maintenance such peeling, chipping missing letters of sign face, or changes from a previously approved sign may need to be addressed. Sign lighting must comply with Lighting in the LUDC Section 6.11.
- b. **Changes in Signage**, requires a new Sign Permit; contact Planning for more information on how much signage is allowed and to apply for a permit.
- c. **Temporary signs** LUDC 6.12.B – permits are required for temporary signs such as banners and sandwich board (A-frame signs) under Section 6.12.2.H.
  - i. One banner per business is allowed, up to 10 square feet and up to 10 weeks per year *with an approved permit* unless otherwise specified (such as a specific grand opening event). Banners are not considered *permanent signage* and are limited to the 10 weeks per year total. Banner material may form the face/copy material of a permanent sign, with an approved permit, if they

are constructed as a permanent sign (framed, mounted, under glass, etc.). “Feather flags” “wave banners” or “stick banners” are not permitted by the LUDC.

- ii. One sandwich board sign (SB) is allowed per parcel, *with an approved permit*. SB signs are allowed up to 5 square feet per side (maximum of 10 square feet). An approved SB sign be placed no more than 3 feet of a primary entrance of the building and maintain a pedestrian way of at least 42 inches. In the Historic District, SB signs are limited to 24” in width and shall be placed along the building wall on the sidewalk.
4. **Dumpsters and Trash Storage Areas**, LUDC 6.10.4: dumpsters and trash storage shall be screened to prevent them from being visible to any dwelling unit on residential property (other than the property on which the dumpster is located), occupants, customers or other invitees on nonresidential property, and persons traveling on any public street sidewalk, or other public way.
5. **Outdoor areas**, LUDC 4.3.4:
  - a. **Outdoor display and sale** requires approval of the Planning Director prior to establishing display/sale areas. Display is allowed on improved surface such as pavement or sidewalk provided it isn’t more than one-quarter the length of the store front or block ADA access. This may be increased with the Director’s approval.
  - b. **Outdoor Storage** areas may be allowed as an accessory use, contact the Planning Department. Outdoor storage areas shall be screened from view from all property lines and adjacent rights-of-way by fence or wall that incorporates at least one of the predominant material and color in the primary structure. Materials may not be stored in areas intended for pedestrian or vehicular circulation.
6. Other considerations for ongoing maintenance and upkeep: landscaping, parking, sidewalk and driveway snow removal (seasonal), parking lot areas (including striping), litter and debris.

If you have any questions, please contact the Planning Department [kdeluche@pagosasprings.co.gov](mailto:kdeluche@pagosasprings.co.gov) or 970-264-4151 x235.