



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.

BUSINESS NAME: _____ PROJECT ADDRESS: _____

OWNER: _____ PH: _____ EMAIL: _____

SIGN MANUFACTURER: _____ PHONE: _____

- Sign Zone:** **Sign Zone #1:** All Commercially Zoned properties 1st Street – 10th Street.
 Sign Zone #2: All Commercially Zoned properties except 1st Street – 10th 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.

Refer to SIGN CODE REFERENCE GUIDE for specific sign allowances and requirements.

Lighting: **Sign(s) are not lighted.** **Sign(s) have lighting;** must demonstrate signs 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.

FS signs require a site plan showing the location of the proposed sign, and the distances from any property lines.

WS/PS signs require a plan/drawing showing location of the sign on proposed side of the building; must also include façade dimensions for the wall area of the side associated with the sign location. WS/PS are limited to either 5% or 10% of the façade of building occupied by the associated business, depending on Sign Zone.

ANY signs proposed in a multi-tenant business space must include the Comprehensive Sign Plan for the larger building (consult your property manager or landlord for this information).

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					
Application Fee For New or Existing Unpermitted Signs: Checks should be made out to "Town of Pagosa Springs" Date Paid: / / Received By:			<input type="checkbox"/> \$25 - One Sign <input type="checkbox"/> \$50 - Two Signs <input type="checkbox"/> \$75 - Comprehensive Sign Program	Total area of all permanent signs: Total area allowed for all of your signs: Allowable area remaining for any future signage:	

For a complete copy of Town of Pagosa Springs Sign Code & Sign Guidelines visit: 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

COMMENTS: _____

