



SIGN - Permit Application

SUBJECT PROPERTY INFORMATION	
Property Address	
Property Lot and Block Legal Description, if available	
Business or Property Name (e.g. Uptown Lofts)	
Property Zone District	<input type="checkbox"/> Residential <input type="checkbox"/> Business/Commercial <input type="checkbox"/> Planned Development <input type="checkbox"/> Overlay District _____
Property Owner	Name: _____ Phone: _____
	Street: _____ City: _____
	Email: _____ Zip: _____
APPLICANT INFORMATION (IF NOT PROPERTY OWNER)	
Title or Interest in property and building, check one	<i>Lessee</i> <i>Agent</i> <i>Contractor</i>
Applicant	Name: _____ Phone: _____
	Street: _____ City: _____
	Email: _____ Zip: _____
Sign Contractor	Name: _____ Phone: _____
	Street: _____ City: _____
	Email: _____ Zip: _____
Electrical Contractor	Name: _____ Phone: _____
	Street: _____ City: _____
	Email: _____ Zip: _____
PROPOSED SIGN(S)	
Description of Work	
Type of Sign(s)	<input type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Construction Sign
Sign Text	
If Temporary Sign, dates of display	From ___/___/___ To ___/___/___
Estimated Installation Date	___/___/___
Type of Sign(s)	<input type="checkbox"/> Wall* <input type="checkbox"/> Window <input type="checkbox"/> Ground (Free-standing/ Monument)* <input type="checkbox"/> Marquee/Arcade* <input type="checkbox"/> Projecting* <input type="checkbox"/> Canopy/Awning* <input type="checkbox"/> Construction Sign <input type="checkbox"/> Mural/Roof Sign* Design Review Board Approval# _____ <input type="checkbox"/> Other _____ Sign Height: _____ Feet * Building Plan Review May be Required



SIGN - Permit Application (Continued)

Face	<input type="checkbox"/> Single Face <input type="checkbox"/> Double Face	Illumination	<input type="checkbox"/> Yes (Building Review Required) <input type="checkbox"/> No
Awnings backlit?	<input type="checkbox"/> Yes (Building Review Required) <input type="checkbox"/> No	If yes for Illumination, is the light source concealed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

VALUATION

Estimated Value (to the nearest dollar): \$ _____ .00

ATTACHMENTS

Required to submit all of the following (see submittal checklist for more detail):	<input type="checkbox"/> Site Plan <input type="checkbox"/> Sign Depiction or Photo Simulation <input type="checkbox"/> Building Elevations showing signage - existing and proposed <input type="checkbox"/> Structural Drawings/Calculations <input type="checkbox"/> Connection and structural details <input type="checkbox"/> Electrical Plans (If Illuminated) <input type="checkbox"/> Encroachment Permit (If Required)
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SITE INFORMATION	Number	Area in Square Feet	Type
Signs Removed			
Existing Signs to Remain			
Proposed Sign(s)			
TOTAL APPROVED			n/a
TOTAL Permitted/Allowed			n/a
Balance			n/a

SIGNATURE REQUIRED

I hereby certify that, to the best of my knowledge and belief, all information supplied in this application is true and accurate.

Applicant Signature _____
 Full Name (Print) _____ Date _____

Property Owner Signature _____
 Full Name (Print) _____ Date _____

FEES: \$50.00 Each Sign plus building permit fees based on valuation



SIGN - Permit Application (Continued)

Sign Permit Checklist:

Application for Sign Permit

Site Plan

Provide a dimensioned site plan depicting the location of all structures, existing signs and proposed sign(s) on the subject property.

The proposed sign shall include dimensions from zone lot lines, height dimensions, etc. The Site Plan boundary shall include any streets, alleys, and property lines.

Sign Depiction or Photo Simulation

Provide a dimensioned drawing of the sign(s), including copy and any other details

Building Elevation showing signage

Provide an elevation of the sign as it will appear on building facade, including any existing, to remain signs

Staff may need to request additional information depending on the project

Property owner signature on application, affidavit or approval on sign plans

Encroachment Permit

A right-of-way encroachment permit application shall accompany the sign permit application if the sign extends across a public right-of-way or public easement (such as in the case of a projecting sign or freestanding sign). The applicant shall provide evidence of adequate liability insurance as required by the Town of Castle Rock.

For Signs requiring Building Permit, a licensed contractor shall submit:

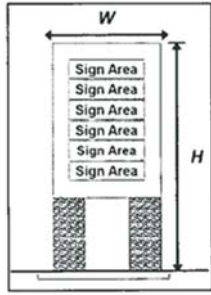
Structural Drawings/ Structural Calculations

Plans indicating the scope and structural detail of the work to be done, including details of all connections, guy lines, supports, footings and materials to be used.

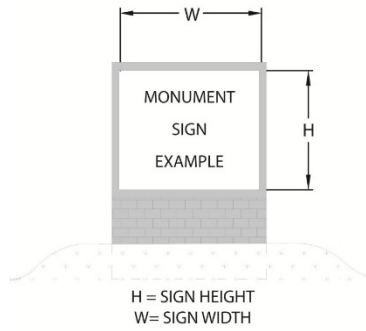
Electrical Plans

Any additional drawings provided by manufacturer

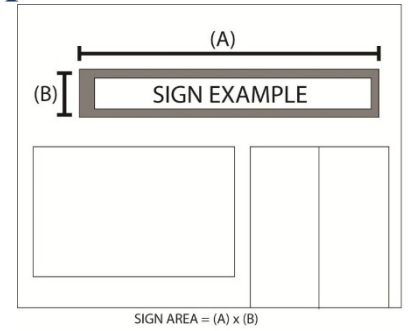
SIGN - Permit Application (Continued)



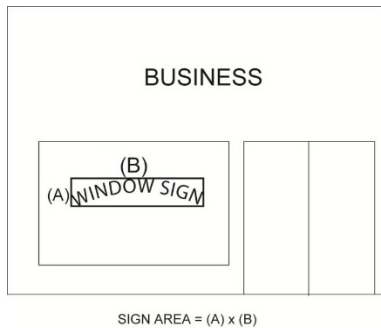
JOINT IDENTIFICATION SIGN



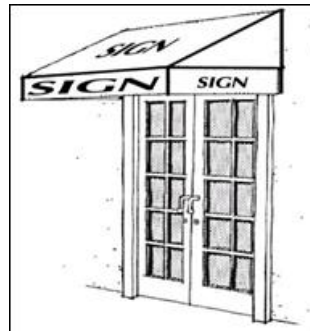
MONUMENT SIGN



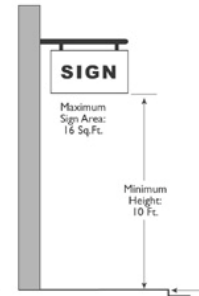
WALL SIGN



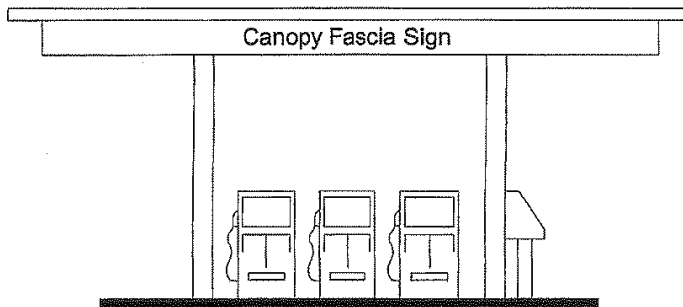
WINDOW SIGN



AWNING SIGN



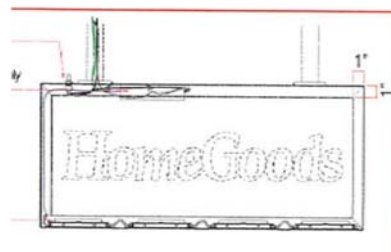
PROJECTING SIGN



CANOPY SIGN



MARQUEE SIGN



BLADE SIGN