

Permit Number _____
Date Received _____
Initials _____



City of Montrose

SIGN PERMIT APPLICATION

No application will be accepted until all required materials are submitted and the application fee is paid in full. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to planningmail@ci.montrose.co.us. Large files may be shared via Dropbox or Google Drive.

Please contact Planning Services at (970) 240-1407 for assistance.

BUSINESS	SIGN CONTRACTOR
NAME:	NAME:
CONTACT:	CONTACT:
ADDRESS OF SIGN:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

I hereby acknowledge that I, the owner/applicant, have read and understand the City of Montrose Sign Code, and hereby affirm the truth and veracity of the information I have provided in this application. I agree to comply with all City of Montrose Sign Code Ordinances, Regulations, policies, and procedures.

Signature: _____

Date: _____

REQUIRED APPLICATION MATERIALS

- Site plan of the approximate location for all proposed signs on the property/building (PDF)
- Renderings of all proposed signs to include dimensions (height and width of both sign face and sign base) (PDF or JPEG)
- Non-refundable sign permit fee, to be determined by the number and type of sign (check, credit card, cash)
- Colorado Revised Statute (C.R.S.) Title 9 requires a utility locate before digging to prevent injury to persons and damage to property from accidents from damage to underground facilities by excavation. Please call 811 for a free utility locate prior to any excavating.

EXISTING SIGNS

1. Property zoning:	3. Is there more than one business on this property? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are there signs currently on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	3a. If yes, what is the linear street frontage of this business?
2a. If yes, how many? _____ Primary signs _____ Secondary signs	3b. If no, what is the linear street frontage of the property?

PROPOSED SIGNS

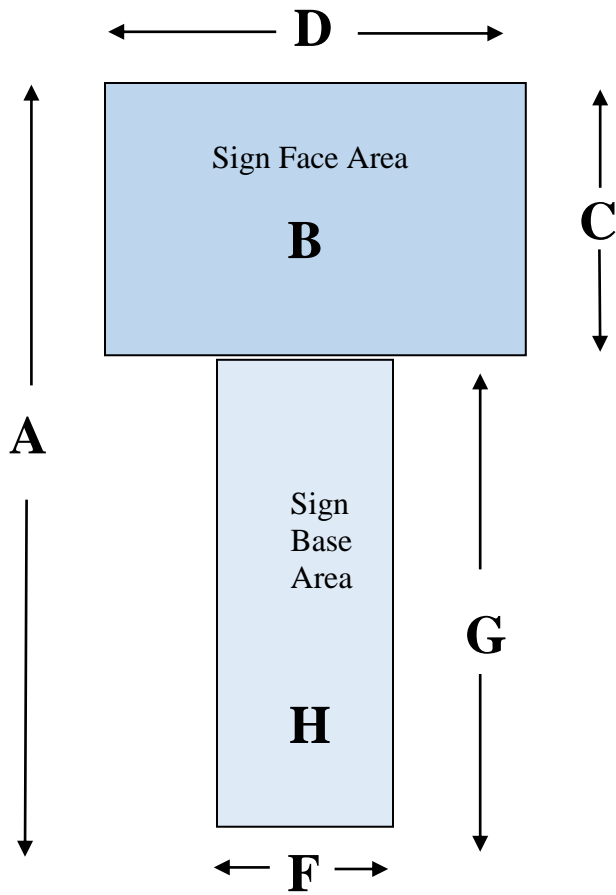
1. Number of primary signs:	Dimensions: _____
2. Type of sign (check all that apply) <input type="checkbox"/> Wall sign <input type="checkbox"/> Projecting sign <input type="checkbox"/> Freestanding sign	Square feet: _____
3. Number of secondary signs:	Dimensions: _____
4. Type of sign (check all that apply) <input type="checkbox"/> Wall sign <input type="checkbox"/> Projecting sign <input type="checkbox"/> Freestanding sign	Square feet: _____
5. Total number of proposed signs:	Total square feet:

FREESTANDING SIGN CALCULATION

See next page examples for reference.

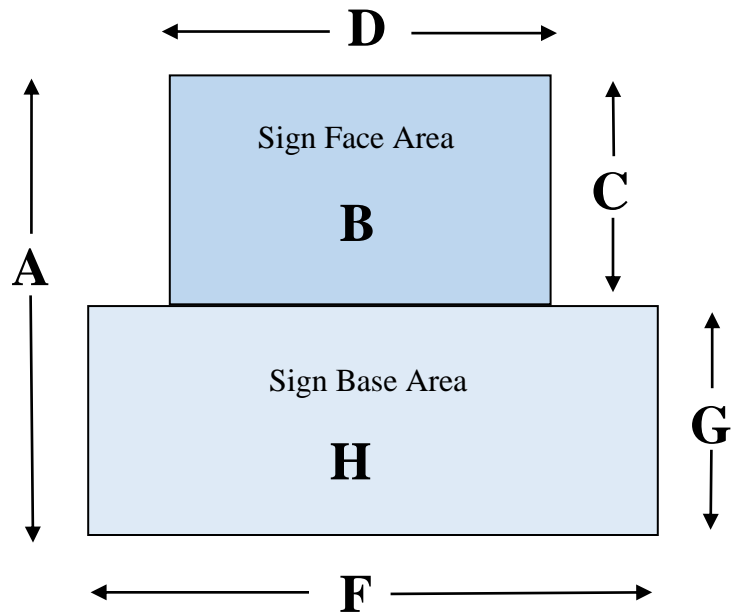
A	Total proposed sign height		
Signs under 12' in height do not require completion of the rest of this form			
B	Proposed sign face area (C*D)		
C	Proposed sign face height		
D	Proposed sign face width		
E	40% of proposed sign face width (D*0.4)		The width of the sign base must be at least 40% of the sign face width.
F	Proposed sign base width		
F must be greater than or equal to E			
G	Proposed sign base height		
H	F*G (Proposed sign base area)		
I	B*0.75 (75% of Sign Face Area)		Any amount of the base greater than 75% of the sign face must be included in the total sign size
J	H-I (Base area – 75% of face area)		
K	J+B (Excess base area + sign face area)		This is the total sign size
K may not exceed the freestanding sign allowance for the property			

EXAMPLES FOR REFERENCE



IMPORTANT

- Any area of "H" over 75% of "B" is counted towards the overall sign area.
- "F" must be at least 40% of "D"
- 150 sq ft of landscaping is required around the base of a freestanding sign if located within 50 feet of right-of-way



SIGN PERMIT FEES

Sign Type	Fee
Primary sign	\$30.00 per sign
Secondary sign	\$15.00 per sign

Total Permit Fee \$ _____

CITY USE ONLY

Number of signs permitted		
Square footage of all signs approved by this permit		
Size of primary signs		
Size of secondary signs		
Variance <input type="checkbox"/> YES VAR # _____ <input type="checkbox"/> NO	_____ Approved _____ Denied	

Staff Signature _____

Name _____ Date _____