



# SIGN PERMIT APPLICATION

408 Main Street, P.O. Box 200, San Luis, CO 81152  
 Office: (719) 672-3321 • Fax: (719) 672-3553  
 townclerk@townofsanluisco.org • www.townofsanluisco.org

**Owner:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

## Signage

Type	Number	Sign Area	Sign Height	Sign Setback
Canopy				
Marquee				
Projecting				
Roof (Prohibited)				
Suspended				
Wall				
Free Standing				
Total				

**Complete detailed plan with dimension, material and color, purpose of sign, graphic drawing or photograph of the sign. (Page 2)**

I hereby acknowledge that I have read this application and state that the above is correct and hereby agree to construct, alter or repair the proposed signs in strict accordance with codes and ordinances of the Town of San Luis. The Town, by granting this permit, makes no endorsement or confirmation as to whether or not the applicant owns the property rights, sufficient to make permitted improvements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SIGN REQUIREMENTS

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## Additional Requirements as Per Ordinance:

1. Attach detailed drawing with dimensions, material and color, purpose of sign, graphic drawing or photograph of the sign. Description of sign project below.

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2. Description of Lighting if applicable: \_\_\_\_\_

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3. Cost of Application Review: \$25.00 (Non-refundable should application be denied).
4. Cost of Permit: \$50.00
5. Certification of Completion: Six (6) months, if not completed within the allotted time, permit must be re-issued. \$50.00
6. Proof of Liability Insurance Coverage.
7. Maximum Size: 32 Square Feet.



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**A. Sign Permit Required:** To ensure compliance with the regulations of this Ordinance, a sign permit shall be required in order to erect, move, alter, reconstruct or repair any permanent or temporary sign, except signs that are exempt from permits in compliance with Section 11-3-40 of the San Luis Municipal Code. In multiple tenant buildings, a separate permit shall be required for each business entity's sign(s). Separate building and electrical permits may be required for signs and will be determined on a case-by-case basis. Changing or replacing the copy on an existing lawful sign shall not require a permit, provided the copy change does not alter the nature of the sign or render the sign in violation of this Ordinance.

**B. Application for a Sign Permit:**

**1. Sign Permit Application Requirements:** Applications for sign permits shall be made in writing on forms furnished by Town of San Luis Staff: The application shall contain:

- a. Location by street number of proposed sign structure; (page 1)
- b. Names and addresses of the owner, sign contractor (if applicable) and erectors; (page 1)
- c. Legible site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings; (page 1)
- d. A detailed drawing indicating dimensions, materials, and colors of proposed sign structure. A certification by a structural engineer may be required by the town staff for a freestanding or projecting sign; (page 2)
- e. A graphic drawing or photograph of the sign copy; (page 2)
- f. A description of the lighting to be used, if applicable;
- g. Proof of public liability insurance covering freestanding signs and projecting wall signs;
- h. If the sign is to be located off the premises, written lease or permission from the property owner of the site on which the sign will be located; and
- i. Sign permit fee and plan check fee as established by the current fee schedule. The applicant shall pay all costs billed by the Town relative to the review of the application. The cost of a sign permit shall be \$50.00 and the cost of a permit re-issue shall be \$50.00. The cost of sign permit may be amended in the future by resolution. (page 2)

**2. Sign Permit Application Certification of Completion:** Within a reasonable time of the date of application submission, Town Staff shall either certify that application is complete and in compliance of all submittal requirements or reject it as incomplete and notify the applicant in writing of deficiencies.