

SIGN APPLICATION FORM

Sign Permit Required. To ensure compliance with the regulations of this Article, 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 16-9-50 of this Article. In multiple tenant buildings, a separate permit shall be required for each business entity's sign. 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 only on an existing lawfully permitted sign shall not require a new or amended permit, provided that the copy change does not change the nature of the sign, structurally alter the sign or render the sign in violation of this Chapter.(Chapter 16, Article 9 of the Lyons Municipal Code).

https://library.municode.com/co/lyons/codes/municipal_code?nodeId=CH16ZO_ART9SIRE

SIGN APPLICATION

PROJECT NAME:

ADDRESS (OF SIGN):

APPLICANT NAME:

APPLICANT PHONE:

EMAIL:

SIGN LOCATION ZONING DISTRICT and OVERLAY ZONE:

IS THE APPLICATION FOR AN EXISTING OR NEW SIGN? New Existing

Sign(s) type(s) (please add number below)

Temporary residential	Pole	Monument
Double faced	Directional	Off-premises
Wall	Awning	Projecting
Other or an exempt sign:		

SUBMITTAL CHECKLIST: (please submit all of the following)

Nonrefundable application Fee (\$100.00)
Written consent of the property owner
A written description of how the proposed sign meets the intent and purpose of the sign code including the type of sign (wall, directional, etc.) and if the sign is a replacement of an existing sign
Legible site plan
<input type="checkbox"/> Detailing the proposed location
<input type="checkbox"/> Location of the sign on the building and/or lot in relation to nearby buildings and other structures
<input type="checkbox"/> Dimensions showing setbacks to adjacent property lines, buildings, and adjacent rights-of-way
<input type="checkbox"/> Site distance triangles
<input type="checkbox"/> A detailed color drawing of the sign (or photograph of a similar sign) with the following information:
<input type="checkbox"/> Dimensions of the proposed sign, including the sign area (example 2 ft x 3 ft = 6 sq ft)
<input type="checkbox"/> Type of material to be used for the proposed sign
<input type="checkbox"/> Method of construction
<input type="checkbox"/> What type of support will be used for the proposed sign
<input type="checkbox"/> The weight of the proposed sign
<input type="checkbox"/> The colors that will be used for the sign
<input type="checkbox"/> The distance from doors, windows, fire escapes and driveways of the proposed sign structure
<input type="checkbox"/> Certification by a structural engineer (for a freestanding or projecting signs)
<input type="checkbox"/> A description of illumination to be used and photometric plan, if applicable
<input type="checkbox"/> If the sign is to be located off the premises advertised, a written lease or permission from the property owner of the site on which the sign will be located

For internal Use Only Determination by Town that application is complete:

Name:

Date: