



P.O. Box 128  
304 8<sup>th</sup> Street  
Gilcrest, Colorado 80623  
Office (970) 737-2426 • Fax (970) 737-2427

## SIGN PERMIT APPLICATION

Name of Business \_\_\_\_\_  
Address – Location of sign(s) \_\_\_\_\_  
Legal Description \_\_\_\_\_

### Property Owner

Contact \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Sign/Erector Company

Contact \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Please submit the following.

- The location by street number and the legal description of the proposed sign structure;
- Names and addresses of the owner, sign contractor and erectors;
- Legible site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings;
- A detailed drawing indicating the dimensions, materials and colors of the proposed sign structure. A certification by a structural engineer may be required by staff for a freestanding or projecting sign;
- A graphic drawing or photograph of the sign copy;
- A description of the lighting to be used, if applicable;
- Proof of public liability insurance covering freestanding signs and projecting wall signs;
- 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; and
- 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.

**Application fee:** *(check payable to the Town of Gilcrest)*

\_\_\_\_\_ **Sign Permit Fee:** \$100.00

\_\_\_\_\_ **Plan Check Fee:** \$ \_\_\_\_\_

\_\_\_\_\_ **Building Permit Application**

\_\_\_\_\_ **Signed Reimbursement Agreement:**

**A building permit may be required from the Town of Gilcrest prior to installation of any sign. Please contact Town Clerk at [gail@townofgilcrest.org](mailto:gail@townofgilcrest.org) or (970) 737-2426.**

### For Official Use Only

Review & Comments: \_\_\_\_\_

Town of Gilcrest Action: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_



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## SIGN PERMIT APPLICATION

Project Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Application Fee: \_\_\_\_\_

### SIGN INFORMATION

Business Name: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Address of Sign: \_\_\_\_\_

Total Square Footage (for 2-sided signs, double footage): \_\_\_\_\_

Type of Lighting (Illuminated, Internal, External): \_\_\_\_\_

Type of Sign: \_\_\_\_\_ Number of Signs: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Height of Sign: \_\_\_\_\_

### APPLICANT INFORMATION

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

### CERTIFICATION

I certify that I am the lawful owner of the parcel(s) of land which this application concerns and consent to this action.

Property Owner: \_\_\_\_\_ Date \_\_\_\_\_

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing this application I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Gilcrest must be submitted prior to having this application processed.

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