



3 S. TIMBER RIDGE PARKWAY, P.O. BOX 339, SEVERANCE, CO 80546  
PHONE: (970) 686-1218 FAX: (970) 686-6250

### **SIGN PERMIT CHECKLIST**

**Fee: \$100 per Sign**

(TYPE OR PRINT CLEARLY)

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

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

#### Sign Permit Application Checklist:

- Original Signed and Dated Sign Permit Application
- Application Fee of \$100.00 per sign
- Site Plan Map
  - Specific Location of Each Sign
  - Labeled setbacks from property lines, right-of-way and/or buildings for each sign
- Sign Rendering
  - Elevations
  - Dimensions
  - Materials
  - Proposed Sign Wording
- Electrical Plans\*
- Foundation Plans\*

\*Electrical plans are only required for illuminated signs and foundation plans are only required for a monument signs. In addition, a separate building permit will be required for any sign application requesting illumination or a foundation.



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**APPLICATION FOR SIGN PERMIT**  
 (TYPE OR PRINT CLEARLY)

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

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Type of Sign: Wall Mounted: \_\_\_\_\_ Free Standing: \_\_\_\_\_ Awning: \_\_\_\_\_ Monument: \_\_\_\_\_ Temporary: \_\_\_\_\_

Sign Information:

Sq Footage	Dimensions	Height	Setback	Illuminated*	Sign Text

*\*If signs are illuminated, please attach electrical plans.*

I certify that the information and exhibits 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 material and fees required by the Town of Severance must be submitted prior to having this application processed and that acceptance of this application by the Town of Severance does not necessarily mean that the application is complete and approved under the applicable requirements of the rules and regulations of the Town of Severance.

Additionally, I understand that I am responsible to conform the assembly of the signs outlined herein to the plans approved by the Town of Severance and upon completion of the work, will notifying the Town for an inspection.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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