



**CREATIVE SIGN  
PERMIT APPLICATION**

448 East First Street, Suite 112  
Salida, CO 81201  
Phone: 719-530-2626 Fax: 719-539-5271  
Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

**A. GENERAL INFORMATION**

Name of Applicant: \_\_\_\_\_ (If the applicant is not the owner of the property, a letter of consent from the owner is required.)

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Disclosure of Ownership: \_\_\_\_\_ (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

**B. APPLICATION CONTENTS (City Code Section 16-10-90(d))**

- 1. **Creative Sign Permit Application.**
- 2. **Scaled Sketch Plan** showing dimensions of signs, sign type, sign height and type of illumination.
- 3. **Structural Engineer Certification** for signs projecting over the right of way.
- 4. **Location.** A scaled site plan identifying the proposed location of the sign(s) and the location of all other existing signs on the building or parcel.
- 5. **Public Notice.**
  - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
  - b) Applicant is responsible for posting the property and mailing public notice to adjoining property owners. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
  - c) The applicant must submit notarized affidavits for proof of posting and mailing of the public notice.
- 5. **Application Fee** - \$250.00 cash or check payable to the City of Salida

**C. DEVIATION REQUESTED**

1. What design standards differ from the provisions of sections 16-10-50 and/or 16-10-60?

\_\_\_ Sign Area                      \_\_\_ Height                      \_\_\_ Illumination

\_\_\_ Sign Type                      \_\_\_ Other \_\_\_\_\_

**D. SIGN SIZE**

First Floor: \_\_\_\_\_ (linear lot frontage) x 1.0 = \_\_\_\_\_ sq. ft. sign area permitted

Additional Floor: \_\_\_\_\_ (linear lot frontage) x 0.5 = \_\_\_\_\_ sq. ft. additional sign area permitted

\_\_\_\_\_ **Total sign area permitted**

\_\_\_\_\_ **Total sign area requested**

**E. SIGN TYPE**

SIGN TYPE	NUMBER	SIGN AREA	HEIGHT*	ILLUMINATED **	
				Yes	No
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>TOTAL</b>					

**NOTES:**

\* Height is measured from the top of a sign to grade.

\*\* Illumination standards are provided in both Table 16-M and Section 16-8-100, Illumination Standards.

Any sign which projects over a right-of-way in such a manner that it may cause a danger to the public shall have supports, hangers or fasteners certified by a Colorado licensed structural engineer.

**F. REVIEW STANDARDS (City Code Section 16-10-90(e))**

- Impact Review Standards.** Please indicate the impact of the proposed sign. No sign shall be approved that the Planning Commission finds: will have an adverse impact on adjacent properties; or, creates a dangerous situation; or, distracts from the important architectural, natural or historic features of the building or neighborhood in which the sign is displayed.

2. **Design Review Standards.** In addition to the Impact Review Standards, to approve a sign under the Creative Sign process, the Planning Commission must find that the unique and creative design of the sign will meet standards a, b, and c or standard d. Answers may be provided on an attached page.

a. **Substantial Aesthetic Improvement.** Explain how the proposed sign constitutes a substantial aesthetic improvement to the site and has a positive visual impact on the surrounding area that justifies departure from the parameters of Section 16-10-50 and /or 16-10-60.

b. **Creative.** Explain how the proposed sign utilizes or enhances the architectural or historic elements of the building or location where it is displayed in an historic, unique and/or creative manner that justifies departure from the parameters of Section 16-10-50 and/or 16-10-60.

c. **Strong Artistic Character.** Explain how the proposed sign provides strong artistic character through the imaginative use of design, graphics, color, texture, quality of materials, scale and proportion, character and identity of the area in which it is displayed.

d. **Visibility.** Is the site constrained by topography, landscaping, existing buildings or unusual building design such that visibility of the sign from multiple directions is substantially blocked? If so, please explain.

I/We certify that the information and exhibits herewith submitted are true and correct to the best of my/our knowledge.

Signature of applicant/agent: \_\_\_\_\_ Date \_\_\_\_\_

**STAFF USE ONLY**

Application received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Code: \_\_\_\_\_ Project Name: \_\_\_\_\_ File Name: \_\_\_\_\_

Fee: \_\_\_\_\_ Completeness Review: \_\_\_\_\_

<b>G. SIGNS (City Code Table 16-L and Table 16-M)</b>				
<b>Zone District/Overlay</b>	<b>Sign Type Permitted</b>	<b>Maximum Sign Area</b>	<b>Illumination</b>	<b>Maximum Sign Height</b>
Residential (R-1, R-2, R-3, R-4)	Wall, pole or ground	9 sq. ft. per dwelling unit	No Illumination	5 feet for pole and ground signs
RMU, C-1, C-2 and I <b>Residences</b>	Wall, pole or ground	9 sq. ft. per dwelling unit	No Illumination	5 feet for pole or ground signs
Residential Mixed Use <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	6 feet for pole and ground signs
Commercial (C-1) and Industrial (I) <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Internally or Externally Lit	20 feet for pole signs and 8 feet for ground signs
Central Business District (C-2) <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	20 feet for pole and 5 feet for ground signs
SH 291 Corridor Overlay District (291 CO)	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	5 feet for pole and ground signs
<p>Notes:</p> <p>No sign permit is required for sites with a total sign area of nine (9) sq. ft. or less.</p> <p>The maximum size of any individual sign shall be 100 sq. ft. In no event shall the total amount of sign area displayed on a site exceed 250 sq. ft.</p> <p>Every Planned Development, subdivision, multi-tenant building or coordinated development shall have a comprehensive sign plan.</p>				