



SIGN PERMIT APPLICATION

448 East First Street, Suite 112
Salida, CO 81201
Phone: 719-530-2626 Fax: 719-539-5271
Email: 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 16-8-30(4)) Numbers 1 thru 5 below must be completed, if applicable, prior to application submittal.

- 1. Sign Permit Application.
- 2. Scaled Sketch Plan showing dimensions of all signs, sign type, sign height and type of illumination.
- 3. 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.
- 4. Structural Engineer Certification for signs projecting over the right of way per section 16-8-80 (7).
- 5. Application Fee - \$30.00 cash or check payable to the City of Salida

C. TOTAL SIGN AREA ALLOWED (City Code Table 16-J)

- 1. Residential Zones and Residential Uses are permitted up to 9 sq. ft. of sign area per dwelling unit.
- 2. No sign permit is required if the total aggregate sign area 9 sq. ft. or less.
- 3. Signs that are painted on, applied or attached to a window that can be read through a window do not count towards aggregate sign area and do not require a permit.
- 4. Owners of businesses operating in a building in C-1 or C-2 zones may display one sidewalk sign per building on the sidewalk adjacent to the public business entrance of the building. Sidewalk signs are limited in size to a maximum width of 3' and a maximum height of 5'. Sidewalk signs do not require a permit and do not count towards aggregate sign area. More information on sidewalk signs can be found in Section 16-8-50((4)b of the Municipal Code.

D. TOTAL SIGN AREA ALLOWED (City Code Table 16-J)

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**

E. SIZE COMPLIANCE (all signs that are on the site must be shown below)					
SIGN TYPE	NUMBER OF SIGNS	SIGN AREA H x W	HEIGHT*	ILLUMINATED **	
				Internal	External
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
TOTAL					
NOTES: * Height is measured from the top of a sign to grade. ** Illumination standards are provided in both Table 16-J and Section 16-7-60, 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.

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 _____

<u>Staff Use Only</u>	
Received by: _____	Date received: _____
Staff Comments: _____	
Fee: _____	Date Approved/Letter sent: _____

F. SIGNS (City Code Table 16-I and Table 16-J) - Article VIII -Sign standards are also located on our website at cityofsalida.com/departments/planning.html

Zone District/Overlay	Sign Type Permitted	Maximum Sign Area	Illumination	Maximum Sign Height
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 Residences	Wall, pole or ground	9 sq. ft. per dwelling unit	No Illumination	5 feet for pole or ground signs
Residential Mixed Use Nonresidential Uses	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) Nonresidential Uses	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) Nonresidential Uses	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

Notes:

No sign permit is required for sites with a total sign area of nine (9) sq. ft. or less.

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.

Every Planned Development, subdivision, multi-tenant building or coordinated development shall have a comprehensive sign plan.