

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
	Detailing the proposed location
	Location of the sign on the building and/or lot in relation to nearby buildings and other structures
	Dimensions showing setbacks to adjacent property lines, buildings, and adjacent rights-of-way
	Site distance triangles
	A detailed color drawing of the sign (or photograph of a similar sign) with the following information:
	Dimensions of the proposed sign, including the sign area (example 2 ft x 3 ft = 6 sq ft)
	Type of material to be used for the proposed sign
	Method of construction
	What type of support will be used for the proposed sign
	The weight of the proposed sign
	The colors that will be used for the sign
	The distance from doors, windows, fire escapes and driveways of the proposed sign structure
	Certification by a structural engineer (for a freestanding or projecting signs)
	A description of illumination to be used and photometric plan, if applicable
	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: _____