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TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Payment #: _____	Fee: \$ _____
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

TOWN OF PALMER LAKE SIGN PERMIT APPLICATION

The following application is pursuant to Municipal Code Chapter 14.50 and must be completed for all types of signage in the Town of Palmer Lake. The application fee is \$100.00, which includes a nonrefundable \$15.00 fee for application processing, regardless of approval, denial, or applicant withdrawal.

The following documents must be submitted for this application to be considered:

- Completed Sign Permit Application
- Applicable fees
- Sketch of sign, including colors, dimensions, wording, and specific location of sign

This application and all required associated documents shall be submitted to the Town of Palmer Lake prior to scheduling before the Planning Commission. The Planning Commission meets monthly on the third Wednesday. Submission of application does not guarantee approval.

Note: A minimum of 10 days is required to process this application.

APPLICANT/BUSINESS OWNER INFORMATION

Business Name/Owner: _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Legal Address: Lot(s): _____ Block: _____ Subdivision: _____

Mailing Address (if different than physical location): _____

City: _____ State: _____ Zip: _____

Applicant Name (if other than owner): _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

SIGN & FEE INFORMATION

The fee for this application is \$100.00. If requesting more than one sign, a separate application must be completed for each sign.

A sketch of the intended sign, including colors, dimensions, and location of the building or structure to which the sign will be attached, must be included with this application.

TYPE OF SIGN (check all that apply):

- Double-Faced Free-Standing Multi-Faced
- Projecting Single-Faced Wall-Mounted

SIGN CATEGORY (check all that apply):

- Business Comprehensive Sign Plan Directory Sign
- Marquee Master Plan PUD Sign
- Temporary Sign Other: _____

Sign Wording: _____

Specific Location of Sign: _____

Dimensions of Sign: L _____ x W _____ x H _____ Dimensions of Sign Structure: L _____ x W _____ x H _____

Colors: _____ Materials: _____

Will sign be illuminated? Yes No If yes, describe: _____

How will the sign be mounted/affixed? _____

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.

Signature

Printed Name

Date

<p>TOWN OFFICE USE ONLY</p> <p>Scheduled PC meeting date: _____</p>
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