



# CITY OF DURANGO SIGN PERMIT APPLICATION

**Planning and Community  
Development**

Please fill out this application **completely** and provide all information as indicated. **Incomplete applications will not be accepted.** A \$50 permit fee must be submitted along with this application.

- I. Name of Applicant/Contact Person \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Name of Business (where sign will be located) \_\_\_\_\_  
 Address of Proposed Sign \_\_\_\_\_ Property Owner \_\_\_\_\_

- II. 1. How many signs already exist on the property? \_\_\_\_\_  
 a. How many of the existing signs will be removed? \_\_\_\_\_  
 b. What are the dimensions of each existing sign that will remain?

Sign #	Dimensions (Length x Height)	Square Feet
Sign #1		
Sign #2		
Sign #3		
<b>TOTAL SQUARE FOOTAGE OF REMAINING SIGNS:</b>		

**Note: A variance request is required for more than four signs.**

2. What is the linear frontage of the parcel along a public street? \_\_\_\_\_ feet  
 3. How many new signs are you proposing? \_\_\_\_\_  
 4. Will the proposed sign(s) be: Freestanding \_\_\_\_\_ Wall Mounted \_\_\_\_\_  
 Wall Painted \_\_\_\_\_ Projecting \_\_\_\_\_  
 6. Will the proposed sign(s) be: permanent \_\_\_\_\_ or temporary \_\_\_\_\_  
 7. Will the proposed sign(s) be one-faced \_\_\_\_\_ two-faced \_\_\_\_\_ or multi-faced \_\_\_\_\_  
 8. How will the proposed sign(s) be mounted or affixed? \_\_\_\_\_  
 9. How high above the ground is the top of the proposed sign(s)? \_\_\_\_\_  
 10. What are the dimensions of the proposed sign(s)?

Sign #	Dimensions (Length x Height)	Illumination? (Yes or No)	Square Feet
Sign #1			
Sign #2			
Sign #3			
Sign #4			
<b>TOTAL:</b>			

11. How will the sign(s) be illuminated? No illum. \_\_\_\_\_ Indirect illum. \_\_\_\_\_  
 Internal illum. \_\_\_\_\_ Other \_\_\_\_\_

Note: The City of Durango has Outdoor Lighting Regulations. Please refer to Chapter 27 of the City Land Use and Development Code, Section 10-11.

12. **YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION:**
- a. **A complete application.** If not complete, this application will not be accepted.
  - b. A **site plan** including the lineal footage of the property frontage and locations of all existing and proposed signs.
  - c. **Elevations** indicating locations of all existing and proposed signs in relation to the building.
  - d. A **narrative and / or table** which describes each individual sign including: sign type (projecting, wall-mounted, etc.); dimensions; square footage; total aggregate square footage; type of illumination; colors; lettering; materials. **Color and material samples must be provided.**
  - e. **Cut sheets** for all outdoor fixtures providing sign illumination.
  - f. **\$50 application fee;** we accept cash or checks made payable to the City of Durango.
13. If the proposed signing is a variance request, include a written explanation of the reason.  
 14. If your sign is to be reviewed by the Design Review Board you will receive an agenda in the mail prior to the meeting. Please plan on attending the DRB meeting.

- III. The undersigned requests the Administrative Officer to proceed with processing this application under the requirements of the City of Durango Sign Code. The applicant acknowledges that the sign referencing said business shall not be placed or erected prior to issuance of a City Business License for said business.

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

**FOR DEPARTMENT USE ONLY**

Sign Permit request number \_\_\_\_\_

Additional review:

CBD – Design Review Board \_\_\_\_\_

Historic Landmark – Historic Preservation Board \_\_\_\_\_

Variance \_\_\_\_\_

Master Sign Program \_\_\_\_\_

Request for Interpretation \_\_\_\_\_

Appeal \_\_\_\_\_

Structural and Safety Compliance \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved subject to the following modifications \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

I hereby authorize the issuance of a permit for the proposed sign or signing. This authorization is good for a period of 60 days.

Administrative Officer \_\_\_\_\_

Date \_\_\_\_\_ Fee Required \_\_\_\_\_

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**SIGN PERMIT TO BE COMPLETED BY ISSUING OFFICE**

Date Application Received \_\_\_\_\_

Date Fee Collected \_\_\_\_\_

Amount of Fee \_\_\_\_\_

Date Permit Issued \_\_\_\_\_

Permit # \_\_\_\_\_