

# Community Development Department

320 6th Avenue | P.O. Box 468 Ouray, CO 81427  
 buildinginspector@cityofouray.com | 970-325-7063



## SIGN PERMIT APPLICATION

Please submit the completed Sign Permit Application to the Community Development Department.

Signs are processed in accordance with the performance criteria and definitions from §8 of the Ouray Municipal Code.

PROJECT INFORMATION			
Business/Sign Name:			
Description & Type of Sign (e.g. Banner, Window, Free-standing, Mounted, Permanent): <i>One (1) sign permit is required for each proposed sign.</i>			
Does this proposed sign require any structural work? <span style="float:right"> <input checked="" type="checkbox"/> One    <input type="checkbox"/> Yes    <input type="checkbox"/> No                 </span>			
Site Address:			
Business Name:			
Parcel Number(s):			
Zoning District: <input checked="" type="checkbox"/> One <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> C-1 <input type="checkbox"/> C-2			
CONTACT INFORMATION			
Applicant Name: _____			
Address: _____ City/State/ZIP: _____			
Phone: _____		Email: _____	
Property Owner(s): _____			
Address: _____ City/State/ZIP: _____			
Phone: _____		Email: _____	
Contact (if different than Applicant): _____			
Address: _____ City/State/ZIP: _____			
Phone: _____		Email: _____	
SUBMITTAL REQUIREMENTS*			
Completed Sign Application			
Appropriate fees: <i>Fee based on City's Adopted Fee Schedule</i>			
Elevation Drawings (or picture of building) to scale, showing location of sign(s) on the structure face			
Site Plan drawn to scale with property lines and dimensions; rights-of-way adjacent to the property; location of tenant's space or building and location of signs to be installed, removed or replaced			
Graphic depiction of proposed signs, drawn to scale showing dimensions, lettering/logos, material, color, and method of illumination (if any)			
Detail structural drawings, to scale, of sign attachments for wall-mounted signs or footings/foundation for free-standing signs			
<b>* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</b>			
EXISTING SIGN(S)			
Total square footage of existing sign(s) on-site:			
Length of Building that abuts the Right-of-Way (feet):			
PROPOSED SIGN(S) (complete for any new, proposed signs)			
	Signs (sq.ft.)    (Height x Width = Sign Area)		
<b>Sign 1</b>	Height:	Width:	Area:                      sq.ft.
<b>Sign 2</b>	Height:	Width:	Area:                      sq.ft.
<b>Sign 3</b>	Height:	Width:	Area:                      sq.ft.

<b>CERTIFICATION</b>	
By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City of Ouray as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Ouray, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.	
Applicant's Signature: <i>(Required)</i>	Date:
Property Owner's Signature: <i>(Required)</i>	Date:
Agent's Signature:  <i>(If you are acting as an owner's agent, you must provide Authorization of Agent form)</i>	Date:

**SIGN CODE DEFINITIONS:**

**Sign** means and includes any object, device, banner or structure which is used to advertise, identify, display, direct, attract attention, or convey any message concerning any object, person, institution, organization, business, product, service, event, or location by any means including words, letters, figures, designs, symbols, fixtures, colors, motion, illumination, or projection, and anything else commonly known as a sign.

**Sign Face Area** shall include the area of the structure upon which the sign message is displayed. The face area of a sign painted or hung on a wall of a building, or on an awning, shall include all the area within a perimeter surrounding all words, symbols, designs and coloring, distinctive from the wall or awning upon which it is painted or hung. The sign face area of signs with regular geometric shapes shall be measured with standard mathematical formulas. Regular geometric shapes shall include, but not be limited to, squares, rectangles, triangles, parallelograms, circles, or combinations thereof. The area of signs with irregular shapes shall be the entire area within a single continuous perimeter of not more than eight (8) straight lines enclosing the extreme limits of the sign. If a sign has two (2) faces, both sides shall be included in the sign face area.

**Total Sign Face Area** shall be the sum of the area of all signs on a structure or at a business location. Signs allowed without a permit shall not be included in this calculation. All other signs, unless exempted by this Chapter, shall be included in a calculation of total sign face area.

<b>TO BE COMPLETED BY COMMUNITY DEVELOPMENT DEPARTMENT</b>	
Application Received By:	Date:
Application Complete?    ( )Yes    ( )No, reason:	
Type of Sign:	
Fees Required: \$	Fees paid?    ( )Yes    ( )No
Sign area confirmation	
Length of building along ROW confirmation	
If structural work is needed, a Building Permit Application has been/will be submitted	
Sign Permit Application:    ( ) <b>APPROVED</b> ( ) <b>DENIED</b>	<i>Comments/ If denied, reason for denial:</i>
Approved By:	Date:
<b>PERMIT #:</b>	