

City of Longmont Sign Permit Application

Permit # _____

Date of Application _____ Sign Location Address _____ Valuation _____ Installation Cost _____ Material Cost _____ Residential Zone _____ Commercial Zone _____ Scenic Overlay District? Yes _____ No _____	[<input type="checkbox"/>] NEW [<input type="checkbox"/>] FACE CHANGE Sign Height to TOP of sign _____ Setback from Property line _____
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Sign Owner	Name _____ Address _____ City _____ Phone _____	[<input type="checkbox"/>] Free Standing [<input type="checkbox"/>] Wall [<input type="checkbox"/>] Projecting [<input type="checkbox"/>] Awning [<input type="checkbox"/>] Mansard [<input type="checkbox"/>] Canopy (Indicate number of signs in box)
Sign Contractor	Name _____ Address _____ City _____ Phone _____	Height of Principal building _____ Linear Wall Area: A _____ B _____ C _____ Permitted sign area: A _____ B _____ C _____ 1 st floor bldg area/principal bldg _____ Actual surface area of sign: A _____ B _____ C _____ (use reverse side for multiple signs)
Property Owner	Name _____ Address _____ City _____ Phone _____	Footing/Foundation size _____ Wall sign attachment _____

[<input type="checkbox"/>] Electric [<input type="checkbox"/>] Internally Illuminated [<input type="checkbox"/>] Non-electric [<input type="checkbox"/>] Externally Illuminated Type of Illumination _____ Specific Listing _____ Agency _____	<p>ATTACH MASTER SIGN PERMIT PLAN</p> <p><i>This plan shall be clear and precise. Identify the lot or parcel, building(s) location, locality of adjacent street(s) and parking lots where applicable. Indicate on plan the location, size and type of each proposed sign as well as all existing signs on the parcel. Elevation drawings must be provided for wall signs. Plot plan showing accurate property line location is required.</i></p> <p><i>Plan should specify window signs and temporary signs. Attach to this plot a separate listing of each sign that identifies type, location, size and lettering for each. Indicate if the proposed sign will add to the current signs or replace existing signs.</i></p> <p>APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A MASTER SIGN PLAN</p> <p><i>Once issued, the Master Sign Permit shall be kept on file. Future sign permits shall either amend or replace existing signs.</i></p> <p><i>Telephone 303-651-8332 to determine if one exists for a specific site.</i></p>
<p>Electrical Contractor</p> Name _____ Address _____ City _____ Phone _____ City Registration Number _____	
Sign voltage _____ Conductor and raceway size _____ Over current protection location and size _____ Transformer location _____ Ground fault protection location(if applicable) _____	

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Sign Code, Building Code and other applicable regulations of the City of Longmont. I will be responsible for determination of property lines at the location where this sign will be erected. _____ Signature of Applicant	Application approved by: _____ Date _____ Comments _____ Planning & Zoning approval by: _____ Date _____ Comments _____
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For Multiple signs on one permit, list each type on back with size, height, setback, illumination, listing and all other pertinent information relating to the sign.

TYPE	
SIGN AREA-SQ.FT	
HEIGHT TO TOP	
SETBACK FROM PROPERTY LINE	
ILLUMINATION	
LISTING	
OTHER	

TYPE	
SIGN AREA-SQ.FT	
HEIGHT TO TOP	
SETBACK FROM PROPERTY LINE	
ILLUMINATION	
LISTING	
OTHER	

TYPE	
SIGN AREA-SQ.FT	
HEIGHT TO TOP	
SETBACK FROM PROPERTY LINE	
ILLUMINATION	
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OTHER	