



## SIGNS - Zoning Permit Application & Approval

SUBJECT PROPERTY INFORMATION	
Business or Property Name (e.g. Uptown Lofts)	
Property Address	
Legal Description <a href="http://denvergov.org/property">see denvergov.org/property</a>	
Site Information	<input type="checkbox"/> Corner <input type="checkbox"/> Interior <input type="checkbox"/> Site Development Plan (SDP) <a href="http://denvergov.org/maps">see denvergov.org/maps</a> <input type="checkbox"/> Parkway <input type="checkbox"/> Landmark Structure <input type="checkbox"/> Landmark District <input type="checkbox"/> Single building with single tenant/user <input type="checkbox"/> Multiple Uses (buildings with multiple tenants) <input type="checkbox"/> Multiple buildings/Multiple users/tenants <input type="checkbox"/> One Use Only (buildings with a single tenant) Building Dimension: _____ Lineal Feet Zone Lot Dimension: _____ Lineal Feet Tenant Space Dimension: _____ Lineal Feet Zone District _____
Change of Owner or Business Name <i>Separate use permit not required if change of owner or business name only.</i>	<input type="checkbox"/> Yes ( <input type="checkbox"/> Business Name on File: <input type="checkbox"/> No (If No, fill out Property Owner information below to apply for new Use Permit) <input type="checkbox"/> Current Use _____ <input type="checkbox"/> Parking Spaces on Zone Lo _____ <input type="checkbox"/> Gross Floor Area _____
Property Owner (All fields required) <input type="checkbox"/> Change of Owner	Owner Name: _____ Phone: _____
	Tenant Name: _____ Phone: _____
	Business Name: _____
	Address: _____
	City: _____ State: _____
	Email: _____ Zip: _____
APPLICANT INFORMATION (IF NOT PROPERTY OWNER)	
Title or Interest in property and building, check one	Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/>
	Name: _____ Phone: _____
	Company Name: _____
	Address: _____
	City: _____ State: _____
	Email: _____ Zip: _____
PROPOSAL	
Type of Sign(s)	<input type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Sign (Expiration Date: _____ ) <input type="checkbox"/> Joint Identification Sign



**SIGNS - Zoning Permit Application & Approval - Continued**

**SIGN SCHEDULE (See Site Plan Example)**

Notes:

**Sign Types:** Wall, Window, Ground, Awning, Projecting, Roof, Canopy/Arcade, and Other.

**Location:** Used to indicate the sign location (e.g. NEC- North East Corner or ES- East Side of structure) and a reference to the sign location on the site plan (e.g. S1).

**Area:** Noted as + (new sign area), - (sign area to be removed), and (sign area to remain or replace) and given in both *linear* and *square* feet.

**Face:** The number of sign faces existing or proposed.

**Illumination:** Describe how/if the sign will be lit using *Direct*, *Indirect*, *Shielded*, or *Concealed* as defined in the Denver Zoning Code.

**Height:** Measured to the top of the sign or projecting letter from grade.

**Existing(Ex.)/Proposed(Pr.):** Briefly describe the proposed activity if not explained by another drawing or cutsheet.

Sign Type	Location	Area	Face	Illumination	Height	Existing(Ex.)/Proposed(Pr.)		
Example: Ground (pole)	NEC (S1)	60 s.f.	Double	Direct	35'	Ex. - Face change		
Example: Projecting Sign (blade)	NS (S4)	+15 s.f.	Double	Concealed	17'	Pr. - New Blade Sign		
<b>STAFF USE ONLY</b>	<b>TOTAL ALLOWED</b>		<b>TOTAL REMOVED</b>		<b>TOTAL PROPOSED</b>		<b>TOTAL APPROVED</b>	
	Signs		Signs		Signs		Signs	
	Area		Area		Area		Area	

**ATTACHMENTS**

Required to submit all of the following (see submittal checklist for more detail):

- Site Plan
- Sign Depiction or Photo Simulation
- Building Elevations showing signage - existing and proposed
- Sign Schedule

**SIGNATURE REQUIRED**

By my signature, I attest to the best of my knowledge and belief, that the information stated in this application and in all supporting plans and documents is true and accurate.

Signature (Owner or Representative) \_\_\_\_\_  
 Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_