



# SIGN PERMIT APPLICATION

**Garfield County Building & Planning Dept.**  
108 8<sup>th</sup> St, Suite 401  
Glenwood Springs, Co 81601  
(970) 945-8212  
(970) 384-3470 Fax

<b>Date:</b>	<b>Permit No.</b>
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<b>Property Owners Name, Address, Phone:</b>
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<b>Applicants Name, Address &amp; Phone:</b>
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<b>Sign Location:</b>	<b>Parcel No:</b> _____ <b>Zoning:</b> _____
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<b>Contractor (Name, Address &amp; Phone):</b>
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<b>Setbacks:</b>	<b>Height:</b>
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<b>Sign size (sq ft):</b>
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<b>Illuminated:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Date Permit Will Begin:</b>
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**This application shall be accompanied by sign site plans, specifications, photo copy of proposed sign, and it may require engineered drawings.**

_____	_____
<b>Owner's Signature (of property)</b>	<b>Date</b>
<small>(If the signature above is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this application).</small>	

<b>Fee (Minimum of \$25.00 plus \$1.00 per square foot of sign area-one side)</b>
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<b>Building &amp; Planning Dept.</b>	
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<b>APPROVAL</b>	<b>DATE</b>

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**Section 11-301 Incorporation of the Uniform Sign Code.** The Uniform Sign Code, 1979 Edition, of the International Conference of Chief Building Officials, including all appendices, is hereby adopted by the County to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the design, quality of materials, construction, location, size, electrification and maintenance of all sign structures not located in a building. Section 303.3 of the Uniform Sign Code, 1979 Edition, is hereby deleted. In the event of conflict between the regulatory provisions of the Uniform Sign Code and the Land Use Code, the more restrictive provisions shall control.

**Section 11-302 Sign Table**

**A.** The Sign Table details the regulatory provisions for signs in each zone district.

1. **Abbreviations.** Zone Districts are represented by the following abbreviations:

RS	Residential Suburban
RU	Residential Urban
CB	Commercial - Business
CG	Commercial - General
CL	Commercial - Limited
RLG	Resource Lands – Gentle Slope
RLT	Resource Lands – Talus Slopes
RLE	Resource Lands – Escarpment
FLP	Resource Lands - Plateau
PL	Public Lands
R	Rural
PA	Public Airport

2. **Definition of Types of Signs and Structural Types of Signs.** Definition of the terms identifying types of signs and structural types of signs is set forth in Article XVI, *Definitions*.

Zone District	Types of Signs Allowed	Structural Types of Signs Allowed	Maximum Height	Maximum Total Sign Area Per Face
RS & RU	Construction Identification	FREESTANDING (for the purpose of subdivision identification)	4'	30 square feet
	Real Estate	WALL	N/A	2.5 square feet
	Political Ideological Garage Sale	TEMPORARY	4'	6 square feet, unless otherwise allowed under Section 11-104, <i>Temporary Signs</i>
CB, CG & CL	Business	FREESTANDING	30'	150 square feet
		WALL	NA	2 square feet per lineal foot of building, not to exceed 60 square feet.
	Construction Identification	PROJECTING	NA	
		SUSPENDED	NA	
	Joint Identification	ROOF	not to exceed roof peak	
	Real Estate Political Ideological Garage Sale	TEMPORARY	10'	
RLG	Business	FREESTANDING	20'	90 square feet
		WALL	N/A	2 square feet per lineal foot of building, not to exceed 30 square feet
	Construction Identification	PROJECTING	NA	
		SUSPENDED	NA	
	Real Estate	ROOF	NA	
	Political Ideological Garage Sale	TEMPORARY	10'	

Zone District	Types of Signs Allowed	Structural Types of Signs Allowed	Maximum Height	Maximum Total Sign Area Per Face
RLP	Construction Identification Real Estate Political Ideological Garage Sale	FREESTANDING	15'	50 square feet
		WALL	NA	2 square feet per lineal feet of building frontage not to exceed 30 square feet
		PROJECTING	NA	
		SUSPENDED	NA	
		ROOF	NA	
TEMPORARY	5'	30 square feet, unless otherwise allowed under Section 11-104, <i>Temporary Signs</i>		
R	Business Construction Identification Real Estate Political Ideological Garage Sale	FREESTANDING	20'	90 square feet
		WALL	NA	2 square feet per lineal feet of building frontage not to exceed 30 square feet
		PROJECTING	NA	
		SUSPENDED	NA	
		ROOF	not to exceed roof peak	
		TEMPORARY	10'	30 square feet, unless otherwise allowed under Section 11-104, <i>Temporary Signs</i>
TEMPORARY	4'	6 square feet, unless otherwise allowed under Section 11-104, <i>Temporary Signs</i>		
PA	Business Construction Identification Joint Identification Real Estate Political Ideological Garage Sale	FREESTANDING	30'	150 square feet
		WALL	NA	2 square feet per lineal foot of building frontage, not to exceed 180 square feet
		PROJECTING	NA	
		TEMPORARY	Subject to Airport Manager approval and not to exceed 32 square feet	

Zone District	Types of Signs Allowed	Structural Types of Signs Allowed	Maximum Height	Maximum Total Sign Area Per Face
<p><b>TABLE NOTES:</b></p> <p><b>1. Multiple Property Frontage.</b> If the lot on which a building is located has multiple property frontage, then the sign limitation for that zone district shall apply to all districts.</p> <p><b>2. Air Space Requirement for Freestanding Signs.</b> Freestanding signs shall maintain free air space between a height of forty-two (42) inches and a height of seventy-two (72) inches above the adjacent street.</p>				

**Section 11-303 Maintenance.** Signs and sign structures shall be maintained at all times in a state of good repair, with all braces, bolts, clips, supporting frame and fastenings free from deterioration, insect infestation, rot, rust or loosening. All signs shall be kept neatly finished, including all metal parts and supports that are not galvanized or constructed of rust resistant metals.

**DIVISION 4 INSPECTION, REMEDIES AND ENFORCEMENT OF SIGN PERMIT REGULATIONS**

**Section 11-401 Inspection and Order to Repair.**

**A. Inspection and Authority for Order to Repair.** The Chief Building Official shall inspect and shall have the authority to order the repair, alteration, painting or removal, at the owner's expense, of any sign that constitutes a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation or obsolescence.

**B. Written Order.** When the Chief Building Official finds that a violation of these Regulations exists, he shall issue a written order to the alleged violator.

1. The order shall be served on both the property owner and the owner of the sign, if different, personally, or by certified mail, return receipt requested.
2. The order shall specify the regulatory provisions that the individual may be in violation of, and shall state that the individual has ten (10) days from the date of receipt of the order in which to correct the alleged violation or to file an appeal with the Board of County Commissioners.