



WOODLAND PARK  
CITY ABOVE THE CLOUDS

# SIGN APPLICATION FOR TEMPORARY AND PORTABLE SIGNS 2017 Zoning Development Permit (ZDP)

Project #: \_\_\_\_\_  
Temporary Sign Fee: \$23.00  
(Fee waived for non-profit events)  
Portable Sign Fee: \$44.00 + Use Tax

Sign Type (Please check one):

- Temporary Sign** (includes banners, pennants, streamers, balloons, inflatable characters or symbols)
- Portable Sign** (includes sidewalk, poster frame, handheld, costumed characters, and balloon displays)

1. **Business Name/Name on Temporary Sign:** \_\_\_\_\_  
 Name of Business Owner/Applicant: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

2. **Property Owner** (if different then applicant): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

3. **Project Contact** (if different then applicant): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Site Address:**  
 Physical Address of Sign: \_\_\_\_\_  
 Zoning (Sign Location): \_\_\_\_\_ Located in Special Downtown Area? \_\_\_\_\_  
 (Please contact Planning Dept. at 687-5202 with questions)

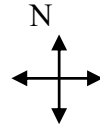
5. **Sign Information:**  
 Dimensions/Square Footage of Sign/Banner: \_\_\_\_\_  
 Value of Sign: \$ \_\_\_\_\_

6. **Temporary Signs** (only applicable to temporary signs):  
 Date Sign To Be First Displayed: \_\_\_\_\_  
 Date Sign To Be Removed: \_\_\_\_\_ Total Days: \_\_\_\_\_  
 (Banners may be displayed up to 120 days/yr., in 30 day increments only and pennants, streamers, balloons, inflatable characters up to 30 days/calendar year and in 10 day increments; see table at back of application to assist in tracking days used)  
 Method for Affixing Temporary Sign: \_\_\_\_\_

7. **Portable Signs** (only applicable to sidewalk or sandwich signs\*):  
 Anchoring Methods to be used: \_\_\_\_\_  
 (\*Sidewalk Signs located in the Right of Way shall be removed during non-business hours and/or during periods of snow removal and shall leave a minimum of 3 feet of unobstructed pedestrian access on the sidewalk and cannot cause the pedestrian to move closer to the road. Place sign on splash pad.)

**8. Site Plan & Sign Sketch: Provide the following information:**

**Site Plan:** Show the location of proposed and existing signs on property in relationship to the building and property lines in plan view (i.e. from sky looking down on site):



**Sign Sketch:** Show a drawing of the proposed sign with dimensions, including length, width, and height. Specify information to be included on the sign and the primary colors of all words, background and logos (if available).

**8. Indemnification (Sidewalk Sign In the Right of Way Only):** In consideration of the permission given to the undersigned by the City of Woodland Park to display a sidewalk sign pursuant to the requirements of Ordinance 1115, Series 2010, and as per this application, the undersigned herewith agrees to indemnify and hold harmless the City of Woodland Park from all liability, claim, or damage for any event or incident involving damages, injuries, or the non-payment of any obligation incurred by the undersigned which may be asserted against the City and further agrees to defend the City of Woodland Park against any claim arising there from, and to pay any judgment which may be obtained.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

**9. Certification:** The undersigned applicant certifies under oath and under penalties of perjury that the information in the attached application, site plans and sketch is true and accurate to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Sign User or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**To Be Completed By City of Woodland Park**

Certification of Approval: This application has been found to be in compliance with applicable City provisions and is therefore approved and the applicant so authorized to proceed in accordance with all information found in the application and all other applicable City provisions.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Staff Analysis/Notes:**

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

**Temporary Banner/Attention Getting Device Tracker**

The Sign Code allows banners to be displayed up to 120 days per calendar year in 30 day increments and allows attention getting devices (i.e. pennants, streamers, balloons, and inflatable balloon characters or symbols) to be displayed for up to 30 days per calendar year and no more than 10 consecutive days.

Please use the following table to help track the number of days your banner/attention getting device is displayed to ensure that it complies with this requirement.

Banner Location: \_\_\_\_\_

<b><u>Dates Displayed</u></b>		
<b><u>Start Date:</u></b>	<b><u>End Date:</u></b>	<b><u>Total Days:</u></b>
<b><u>Cumulative Days:</u></b>	—————→	