



WOODLANDPARK  
ELEVATE YOUR ATTITUDE

Project #: \_\_\_\_\_  
Fee = \$32.50 plus Use Tax

## **Permanent Sign Application** **Zoning Development Permit**

**Sign Type (Please check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Free Standing | <input type="checkbox"/> Manual Changeable Copy       |
| <input type="checkbox"/> Projecting    | <input type="checkbox"/> Electronic Message Display   |
| <input type="checkbox"/> Wall          | <input type="checkbox"/> Directory                    |
| <input type="checkbox"/> Mural         | <input type="checkbox"/> Fuel Pricing                 |
| <input type="checkbox"/> Canopy        | <input type="checkbox"/> Signs Under Covered Walkways |

1. **Applicant** *(person that owns sign)*: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

2. **Property Owner Name** *(if different then applicant)*: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I know about the proposed sign(s) and authorize the applicant to submit this application.*

3. **Project Contact** *(if different then applicant)*: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Site Address:**

Physical Address *(of proposed sign location)*: \_\_\_\_\_

Zoning *(of proposed sign location)*: \_\_\_\_\_

5. **Sign Information:**

Brief Description of Request: \_\_\_\_\_

\_\_\_\_\_

Value of Sign \$ \_\_\_\_\_

Height of Sign (*detached, free-standing signs only*): \_\_\_\_\_

Size of Sign (*dimensions and total size in square feet*): \_\_\_\_\_

Length of Street Frontage (*detached, free-standing signs only, on which the sign is located, in lineal feet*): \_\_\_\_\_

Size of Lot (*detached, free-standing signs only, in square feet*): \_\_\_\_\_

Size of Building Footprint (*detached, free-standing signs only, in sq. ft.*): \_\_\_\_\_

Speed Limit (*detached, free-standing signs only, in front of sign location*): \_\_\_\_\_

Length of Wall (*wall signs only, in feet*): \_\_\_\_\_

Dimensions of Canopy (*canopy signs only, in feet*): \_\_\_\_\_

Number of Residential Units (*multi-family residential signs only*): \_\_\_\_\_

**Applicant Please Read Carefully:**

1. The City relies upon information found in this application. You are encouraged to obtain a proper survey and/or study to verify lot lines and other information. If you erect your sign within the required setbacks or in violation of this application or other zoning regulation provisions you may be required to move or remove it. Failure to comply with all zoning requirements could result in the issuance of a citation.
2. Before submitting this application, please call Teller County Building Department (TCBD) at 719-687-3048 to find out if a building permit is needed for sign installation. TCBD is located at 540 Manor Court, Woodland Park, Colorado.
3. Sign Design Guidelines are provided at the end of this application. Compliance with the guidelines is encouraged, but not required.

**Site Plan:** 1) Please show the location of the proposed and existing signs in plan view (i.e. from sky looking down on site) depicting the relationship of the sign to the building and property lines/rights of way or provide a photo of the building and the location of the sign.

**Design Sketch:** Please show the dimensions of the proposed sign, 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).

**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:**

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## Sign Design Guidelines

Purpose. The purpose of the following sign design guidelines is to promote a high level of quality and creativity of sign design that is in keeping with the aesthetic beauty, historic and mountain town character, and cultural identity of Woodland Park.

Applicability. The following guidelines are recommendations only and are not required.

- A. Design Compatibility. New signs should be compatible with the design, color, scale and building materials of the structure on which they are placed. Signs should not obscure architectural features and should be designed in a manner that provides an artistic accent or visual point of interest that enriches the building. The design and placement of signs on buildings with multiple tenants should be complementary in terms of materials.
- B. Color. Sign colors should contribute to the legibility and to the overall communicative effect of the sign. Substantial contrast should be provided between the color of the background and the letters and/or symbols that make up the sign. Garish or stark color combinations generally should be avoided. Dark backgrounds with light letters and symbols can be read slightly quicker than dark letters on light backgrounds. White rarely should be used as a background color.
- C. Materials. Sign materials should be compatible with the architectural design of the building's façade and should contribute to the legibility of the sign. Carved or sandblasted wood, formed, etched, or cast metal, high density pre-formed foam, or other similar new materials are encouraged. Raised borders and raised letters are encouraged.
- D. Copy and Lettering Style. Sign fonts should be selected to provide both clarity and artistic integrity. The number of lettering styles should be limited to increase legibility, and letters and words should be spaced appropriately. Symbols and logos are encouraged wherever appropriate, as pictographic images usually register more quickly in viewers' minds than written messages.
- E. Illumination. External illumination of the sign is encouraged, as it produces a softer, warmer effect that is more inviting to viewers. The intensity of sign lighting should not exceed that which is necessary to illuminate and make legible a sign from the adjacent travel way. Internally illuminated signs should not have a white or ivory background.