



# Sign Permit Application

304 CENTRAL AVE ~ WIGGINS, CO 80654 ~ PH: 970.483.6161 ~ FAX: 970.483.7364 ~ [WWW.WIGGINSCO.COM](http://WWW.WIGGINSCO.COM)

<b>Filing Fee:</b>	Permit #:	Date:	APPROVED:
--------------------	-----------	-------	-----------

**APPLICANT INFORMATION**

Property Owner	Name:			
	Address:			City, State Zip:
	Phone:		Email:	
Name of Company Placing Sign	Name:			Title:
	Company:			
	Address:			City, State Zip:
	Phone:		Email:	
Wiggins Contractors License # (Required)				

Property Information	Address:	City, State Zip:	
	Property Size (acres):	Existing Use:	Existing Zone District:

Description of Permit Being Requested:

Please  **AND** sign below to indicate you have read the attached document, the statements below, and understand all that apply to this Permit Application.

- Filing fee: \$\_\_\_\_\_ **PAYABLE TO: TOWN OF WIGGINS**
- Written consent of the owner of the land on which the sign is to be erected, altered, or relocated.
- Scaled plans showing type of material used, design of sign, method of construction, and means of attachment to building or the ground.
- Scaled map showing location of building/structure/lot which sign is to be posted. Map must also show position of sign in relation to adjacent property, buildings, and roads.
- The Building Inspector may require additional information in order to show compliance with this and other applicable laws of the Town.
- Consultation Meeting or Discussion with Town Manager. This is required prior to submitting a Sign Permit.  
Meeting Date: \_\_\_\_\_

By my signature affixed hereto, I certify that I have read and examined this application and know the same to be true and correct. I understand that the granting of an approved application does not presume to give authority to violate or cancel any provisions of any state or local laws regulating a Sign Permit request.

X  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# APPENDIX 11

## SIGN PERMIT SUBMISSION REQUIREMENTS

- A. Name, address, and telephone number of the applicant.
- B. A map showing the location of the building, structure, or lot to which the sign is to be attached or erected, and showing the position of the sign in relation to nearby buildings and thoroughfares: such a map must be to scale.
- C. A plan showing design of sign, materials used, and method of construction and means of attachment to the building or the ground; such plans must be to scale.
- D. Name of person, firm, corporation or association erecting, altering, or moving said sign.
- E. Written consent of the owner of the land on which the sign is be erected, altered, or relocated.
- F. Any electrical or building permit required and issued for said sign under Town ordinances.
- G. Any other information as the Building Inspector shall require in order to show full compliance with this and all other applicable laws of the Town.
- H. **Intent.** The intent of this Chapter is to provide standards for the regulation of signs in order to protect property values; create and attractive business climate; enhance and protect the physical appearance of residential, commercial and industrial areas; encourage well-designed signs that are compatible with their surroundings; and in general, to promote a desirable community environment. These regulations are further intended to reduce potential traffic hazards from signs that are distracting and obstructing driver's vision.
- I. **Signs Permitted.** Signs shall be permitted in the various zoning districts as accessory uses in accordance with the regulations contained in this chapter.
- J. **General Regulations.** The following regulations shall apply to all signs in all zoning districts:
  - 1. Signs shall not be illuminated by or contain rotating, pulsating or oscillating beacons of light. Signs which simulate or resemble visual signals of authorized emergency vehicles and authorized service vehicles as defined by the Model Traffic Code are prohibited.
  - 2. Signs contributing to confusion of traffic control devices or which hide or interfere with the effectiveness of such devices are prohibited.
  - 3. Unpainted signs, broken signs and signs on vacated buildings or property shall be removed from the premises or repaired or renovated by the owners of the premises.
  - 4. No sign shall be erected or maintained on or over any land or public right-of-way belonging to the Town of Wiggins without the permission of the Town Board.

5. Signs along highways as defined in section 43-2-101(1) CRS and signs along the Interstate system of highways as defined in section 32-2-101(2) are prohibited unless such signs conform with all the requirements of the Outdoor Advertising Act, Part 4 of Article I of Title 43, CRS, as amended, any rules and regulations promulgated by the State of Colorado Department of Highways, pursuant thereto and any applicable federal law, rules and regulations.
  6. On-premises parking and traffic directional signs shall not exceed four feet (4') in height and six (6) square feet in area.
  7. Roof signs which project above the highest point of the building shall be permitted.
- K. Regulations in Residential Districts.** The following types of signs shall be permitted in residential districts, including PHPS and R districts:
1. No more than one (1) identification sign per detached single-family or two-family dwelling, provided such sign does not exceed three (3) square feet and has no illumination except for identification of house numbers.
  2. No more than one (1) identification sign per multi-family dwelling not to exceed two (2) square feet in area, and more than one (1) identification sign per multi-family building not to exceed two (2) square feet in area. Identification signs shall have indirect illumination only.
  3. No more than one (1) low profile sign per main street entrance to a subdivision or mobile home park indicating the name of the subdivision or mobile home park, provided such sign does not exceed 50 square feet in area, 10 feet in height and has indirect illumination only.
  4. No more than one (1) identification sign per institutional or quasi-public use, provided such sign does not exceed 50 square feet in area, eight feet (8') in height and has indirect illumination only.
- L. Regulations in Commercial and Industrial Districts.** The following types of signs shall be permitted in commercial and industrial districts:
1. Such signs as are permitted in residential uses.
  2. Flush wall signs, projecting wall signs or window signs, provided such signs do not exceed one (1) square foot of area per lineal foot of exterior wall. The sign or signs shall be placed on the side of the building or structure from which it draws its allowed square footage.
  3. No more than one (1) low profile sign per business or industrial establishment shall be allowed, provided such sign does not exceed six feet (6') in height, 50 square feet in area and shall be set back a minimum of three feet (3') from any property line.
  4. No more than one (1) freestanding sign no to exceed 150 square feet in area shall be

permitted for each legal lot of record; except, when development is located on more than one (1) legal lot, but constitutes a commercial or industrial complex through common use arrangements, only one freestanding sign shall be permitted for the complex. However, in centers with three (3) or more acres, one (1) additional freestanding sign not to exceed 150 square feet in area shall be allowed for each street frontage exceeding 600 lineal feet in length. All freestanding signs shall not exceed 30 feet in height and shall be setback a minimum of 10 feet from any property line.

5. The maximum aggregate sign area per business or industrial establishment shall not exceed 300 square feet.
  6. Signs containing flashing, blinking, chasing or other animation effects are permitted in commercial and industrial districts, provided that such signs are not within 200 feet of a residential district measuring perpendicular thereto and visible from such district.
- M. **Temporary Signs.** Temporary signs in all zoning districts shall be subject to the following specific requirements:
1. **Real Estate Signs.** Non-illuminated signs which advertise for sale, rental or lease the particular building or property upon which said signs are located. Real estate signs shall not be more than five (5) square feet in area for residential property and 20 square feet in area for commercial and industrial property. Signs shall be removed after the sale or lease of the building or property.
  2. **Construction Signs.** Non-illuminated signs advertising the development, construction or other improvements on a property. Each sign shall not exceed 50 square feet in area with no more than a total of two (2) such signs permitted on any one (1) parcel. Signs shall be removed after issuance of a certificate of occupancy.
  3. **Subdivision Directional Signs.** Non-illuminated signs informing the public as to routes or changes in direction of travel in order to arrive at a subdivision of similar development. No more than one (1) sign per parcel not to exceed 20 square feet in area. Signs shall be removed after the sale or lease of the lots or buildings.
  4. **Political Signs.** Non-illuminated signs pertaining to a national, state or local election. No more than one (1) sign per parcel not to exceed six (6) square feet in area for residentially zoned lots and 32 square feet for commercially or industrially zoned lots. Signs shall be removed within 10 days after the election for which the signs pertain.
  5. **Garage Sale Signs.** No more than one (1) sign per street may be used to advertise a garage sale, provided such sign does not exceed three (3) square feet in area and is used only during the duration of the garage sale.
  6. **Banners.** Banners not exceeding 100 square feet in area shall be allowed for maximum period of 120 days per calendar year. Banners shall be kept in good repair and remain firmly attached to the building or structure.
- N. **Off-Premises Sign.** The following regulations shall apply to off-premises signs:

1. Off-premises signs shall be permitted only those areas zoned commercial and industrial.
2. Off-premises signs shall not exceed 500 square feet in area per sign.
3. Off-premises signs shall not exceed the maximum structural height requirement of the zoning district in which the off-premises sign is to be located.
4. Off-premises signs shall be spaced apart no closer than 1,000 feet.

**O. Sign Plan Required.**

1. Prior to displaying, erecting, relocating or altering any sign, a sign plan shall be submitted to and approved by the Zoning Administrator under the regulations set forth in this Section. The sign plan shall include as a minimum the following information:
  - a. Building locations and dimensions.
  - b. Size, height and location of existing and proposed signs.
  - c. Existing zoning.
  - d. Name, address and telephone number of applicant and sign installer.
2. The following types of signs shall not require a sign plan:
  - a. Temporary signs.
  - b. Identification signs.
  - c. Parking and traffic directional signs.
  - d. Public signs authorized for a public purpose by any governmental law, statute or ordinance.
  - e. Customer information signs which identify, as a courtesy to customers, items such as "credit card accepted", "menus" or "prices".
  - f. Change of copy or message on legally established signs.
  - g. Hand-held signs.