



# CITY OF MONTE VISTA Sign Permit Application

Main 719-852-2692 | TDD 719-852-4575 | Fax 719-852-6167  
95 W. 1st Ave Monte Vista, CO 81144 | [www.cityofmontevista.colorado.gov](http://www.cityofmontevista.colorado.gov)

## Applicant & Site Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Site Parcel Number: \_\_\_\_\_ Site Zoning District: \_\_\_\_\_

## Contractor Information

1) Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
City License #: \_\_\_\_\_ Phone: \_\_\_\_\_  
2) Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
City License #: \_\_\_\_\_ Phone: \_\_\_\_\_

## Sign Details

| Sign Type | Dimensions<br>(LxWxH) | # of Faces | Surface Area | Illuminated | Ground Clearance<br>of Projection Sign |
|-----------|-----------------------|------------|--------------|-------------|--|
|           |                       |            |              | Y / N       |  |
|           |                       |            |              | Y / N       |  |
|           |                       |            |              | Y / N       |  |
|           |                       |            |              | Y / N       |  |

## Applicant Acknowledgements

**Failure to obtain an approved sign permit prior to installation of sign will result in a \$100.00 fee assessed in accordance with Municipal Code**

- Legible site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings. The site plan shall also include the outline of building elevations showing all existing and proposed signs. Site plans for off-site signs shall show the location of any other existing off-site signs within one hundred (100) feet.
- A detailed drawing indicating the sign elevation, dimensions, materials and colors of the proposed sign structure. A certification by a structural engineer may be required for freestanding or projecting signs.
- A graphic drawing or photograph of the sign copy
- A description of the lighting to be used, if applicable
- Electrical permit for all illuminated signs
- Proof of general liability insurance covering freestanding signs and projecting wall signs
- If the sign is to be located off the premises advertised, a written lease or permission from the property owner of the site on which the sign will be located
- In addition to the Sign Permit Application, an Exceptional Design Sign Addendum is required for signs that are not within Municipal Sign Code (Ord. No. 917, 2-2-2023)

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

## City of Monte Vista Staff Use Only

City Planner: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_