

Design Review Board Sign Application Submittal Checklist

To expedite the review of your Master Sign Program or Sign Application, the City of Durango Planning and Community Development Department and the Design Review Board require that you include the following information with your submittal:

1. **A completely filled out sign permit application.** All questions on the sign application must be answered completely and legibly. This information is required in order to review the signage request in an efficient manner. The information requested is applicable to your signage request. If the information is not completed in full the application will not be accepted.
2. A **site plan** of the property which illustrates the location of all existing and proposed signs. Signs should be numbered and should coincide with additionally submitted narratives and / or elevations. The lineal footage of the property frontage(s) must be noted on this plan in order to determine the appropriate total square footage of signage for your parcel.
3. **Elevations** which show the location of all existing and proposed signs on the building. The signs should be numbered and all dimensions must be shown. Complete elevations showing the relationship of signs to each other and to architectural details are recommended.
4. **A narrative and / or spreadsheet** which describes each individual sign including; sign type (free-standing, projecting, wall-mounted, etc.); dimensions of each sign; square footage for each sign; total aggregate square footage; type of illumination; colors; font size; and type of construction (example: bronze metal frame with Lexan face).
5. **The total number of signs and the total square footage of all signs proposed must be clearly identified on the Sign Application.**
6. **Color and material samples for all proposed signs.**
7. **Cut sheets for all outdoor fixtures providing sign illumination.**
8. **Required fees.**



CITY OF DURANGO SIGN PERMIT APPLICATION

**Planning and Community
Development**

Please fill out this application **completely** and provide all information as indicated. **Incomplete applications will not be accepted.** A \$50 permit fee must be submitted along with this application.

- I. Name of Applicant/Contact Person _____
 Mailing Address _____
 Phone Number _____
 Name of Business (where sign will be located) _____
 Address of Proposed Sign _____ Property Owner _____

- II. 1. How many signs already exist on the property? _____
 a. How many of the existing signs will be removed? _____
 b. What are the dimensions of each existing sign that will remain?

Sign #	Dimensions (Length x Height)	Square Feet
Sign #1		
Sign #2		
Sign #3		
TOTAL SQUARE FOOTAGE OF REMAINING SIGNS:		

Note: A variance request is required for more than four signs.

2. What is the linear frontage of the parcel along a public street? _____ feet
 3. How many new signs are you proposing? _____
 4. Will the proposed sign(s) be: Freestanding _____ Wall Mounted _____
 Wall Painted _____ Projecting _____
 6. Will the proposed sign(s) be: permanent _____ or temporary _____
 7. Will the proposed sign(s) be one-faced _____ two-faced _____ or multi-faced _____
 8. How will the proposed sign(s) be mounted or affixed? _____
 9. How high above the ground is the top of the proposed sign(s)? _____
 10. What are the dimensions of the proposed sign(s)?

Sign #	Dimensions (Length x Height)	Illumination? (Yes or No)	Square Feet
Sign #1			
Sign #2			
Sign #3			
Sign #4			
TOTAL:			

11. How will the sign(s) be illuminated? No illum. _____ Indirect illum. _____
 Internal illum. _____ Other _____

Note: The City of Durango has Outdoor Lighting Regulations. Please refer to Chapter 27 of the City Land Use and Development Code, Section 10-11.

12. **YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION:**
 a. **A complete application.** If not complete, this application will not be accepted.
 b. A **site plan** including the lineal footage of the property frontage and locations of all existing and proposed signs.
 c. **Elevations** indicating locations of all existing and proposed signs in relation to the building.
 d. A **narrative and / or table** which describes each individual sign including: sign type (projecting, wall-mounted, etc.); dimensions; square footage; total aggregate square footage; type of illumination; colors; lettering; materials. **Color and material samples must be provided.**
 e. **Cut sheets** for all outdoor fixtures providing sign illumination.
 f. **\$50 application fee;** we accept cash or checks made payable to the City of Durango.
 13. If the proposed signing is a variance request, include a written explanation of the reason.
 14. If your sign is to be reviewed by the Design Review Board you will receive an agenda in the mail prior to the meeting. Please plan on attending the DRB meeting.

- III. The undersigned requests the Administrative Officer to proceed with processing this application under the requirements of the City of Durango Sign Code. The applicant acknowledges that the sign referencing said business shall not be placed or erected prior to issuance of a City Business License for said business.

Signature of Applicant

FOR DEPARTMENT USE ONLY

Sign Permit request number _____

Additional review:

CBD – Design Review Board _____

Historic Landmark – Historic Preservation Board _____

Variance _____

Master Sign Program _____

Request for Interpretation _____

Appeal _____

Structural and Safety Compliance _____

_____ Approved

_____ Approved subject to the following modifications _____

AUTHORIZATION

I hereby authorize the issuance of a permit for the proposed sign or signing. This authorization is good for a period of 60 days.

Administrative Officer _____

Date _____ Fee Required _____

SIGN PERMIT TO BE COMPLETED BY ISSUING OFFICE

Date Application Received _____

Date Fee Collected _____

Amount of Fee _____

Date Permit Issued _____

Permit # _____