

SIGN PERMIT

What do you need to obtain a sign permit?

First, obtain the sign permit application and forms from the Planning Department. For all signs, you will need to submit:

- **Sign Drawing:** Illustration of the sign showing the size and location of all text and images, dimension of the sign to determine square footage and height of the sign.
- **Site Plan:** Showing location of the proposed sign on the property. The plan must show the property line of the parcel and the location of the sign in relation to the property line and all easements. The plan should also clearly indicate the orientation of the sign.
- For permanent signs, you will need to include the total linear footage of the public roadway and for wall signs you will need the linear footage of the side of the building on which the wall sign will be placed.

It is **ALWAYS** a good idea to meet with Planning Staff to discuss your sign proposals and prior to beginning the application process.

It is **NEVER** a good idea to install a sign without the proper permits!

What if I don't get a permit?

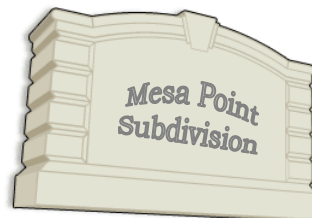
City Ordinances and building codes require sign permits. If you do not get a sign permit when it is required, the City may require you to relocate, remove or modify the sign to bring it into conformance with the sign and building codes. Projects not done according to code can affect your property's insurability and potential sale. Prospective buyers can check the City's records.

This brochure is meant only to be a quick reference guide and in no way meant to be considered a complete set of regulations and definitions.

A copy of the City's sign ordinance and sign applications are available at:

- www.fountaincolorado.org/planning
- City Hall in the Planning Department.

Planning Department Staff are happy to answer any questions you may have regarding application and provide you with additional information that may be needed to issue your permit. (719-322-2000 x1)



General Sign Code Information

A quick reference for the sign permitting process

Planning Department
116 South Main
Fountain, CO 80817
PH: 719-322-2000
Fax: 719-322-2001
www.fountaincolorado.org

Sign Regulations

(Chapter 17.38 Zoning Ordinance)

Why does the City regulate signs?

The City regulates signs in order to confirm the signs comply with minimum construction standards, do not present any public safety issues, are well maintained, are compatible with surrounding land uses, enrich the economic impact to the sign user and express the identity of individual proprietors and the City as a whole.

When is a sign permit required?

If you do any of the following, a sign permit is required in the City of Fountain:

- Erect a sign
- Build a sign
- Reinstall a sign
- Alter a sign
- Relocate a sign



How do I get a permit for a sign?

Sign permit applications can be obtained in person through the Planning Department at City Hall—116 South Main Street or through the City's webpage at www.fountaincolorado.org/Planning.

How many signs can I have, what size is allowed and where can I put them?

This will vary depending on the use of the property, the length of the street frontage or a building wall and the type of sign you wish to display. Contact the Planning Department for further information.

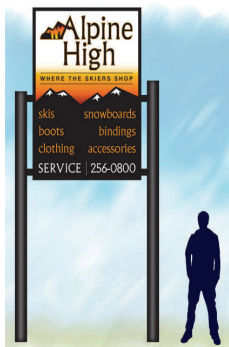
Typically, there are two types of signs:

1. **Permanent:** A sign permanently affixed to the ground or structure (i.e. monument or pole signs)
2. **Temporary:** A sign that may or may not be permanently affixed to the ground, fence or structure and can be easily removed. (i.e. banners or sandwich boards)

Signs that require a permit:

The most common signs that require a sign permit are:

- Monument Signs
- Pole Signs/Freestanding Signs
- Wall Signs
- Construction Signs
- Directional Sign Plazas
- Projecting Signs
- Awning, Canopy or Marquee Signs
- Directional Signs
- Subdivision or development entry way signs
- Traffic control signs on private property
- Temporary Signs (see below)



Temporary Signs:

- Real Estate Signs
- Off-premise Directional Sign Plazas
- Model Complex Signs
- Garage Sale Signs
- Political Signs
- Sandwich Boards
- Balloons, Blimps or Searchlights
- Banners & pennants
- Portable Signs

Prohibited Signs:

- Revolving, rotating, flashing, chasing, blinking or animated signs
- Rooftop signs
- Strings of light bulbs
- Balloons, blimps, searchlights or similar devices (some exceptions)
- Wind driven signs & ribbons
- Off-premise signs (some exceptions)
- Vehicular or trailer signs
- Signs attached to trees, poles or street signs
- Signs that incorporate projected images or sound.

Signs that do not require a permit:

- Address and nameplates
- Official Government signs
- Change of copy on a previously permitted and approved sign
- Murals or works of art
- Memorial signs
- Holiday signs and decorations
- Any sign inside a building, not visible through a window



While these signs may not require permits, there are some regulations concerning different aspects of them. Please contact the Planning Department for more information.

All permanent signs must be constructed and lettered in a professional manner (i.e. no free-hand drawn or lettering will be permitted)