



Town of Carbondale

Sign Permit

Checklist

(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Date:

Staff Member:

Section 2.3 of the UDC provides an option for a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of \$35
- i. A site plan showing the lot dimensions, proposed location of the sign in the application and, if applicable, distance to mid-point of the right-of-way, and all existing signs on the site relating to the use in the application;
- ii. For wall-mounted signs, a sketch of the building elevation showing the location and dimensions of all existing and proposed graphics and all dimensions required to determine conformance with this Code;
- iii. A detailed dimensioned sketch of the proposed sign(s) showing the size of the components, height of lettering, construction materials, method of lighting and mounting details.



Town of Carbondale

511 Colorado Ave
 Carbondale, CO 81623
 (970) 963-2733

Permit #: _____

STREET GRAPHICS PERMIT APPLICATION

Date: _____

Location of Proposed Graphic:		Parcel #:	
Lot #:	Block:	Zone District:	
Owner:		Address:	
Email:		Phone:	
Applicant:		Address:	
Email:		Phone:	
Business Name:			
Conditions of Approval:			
Distance from centerline of right-of-way which graphic faces:			feet
Type of Graphic:			
Wall Projecting:			
Ground Supported:			
Marquee:			
Wall:			
Illumination:			
Internal:			
External:			
Graphic Area:		Height Above Grade, Top:	
Length of Building Frontage:			feet
For Canopy, Porch Front or Awning Signs:			
Letter Size:			
Logo Size:			
Application Accepted:		Application Approved:	
Date:		Date:	
Plat Received:		Insurance Received:	
Date:		Date:	
Diagram of Graphic Received:		Date:	
		\$5.00 per sq ft over 10 sq ft	
		\$	
		Permit Fee	
		\$ 35.00	
Signature		Date:	
		TOTAL FEES:	
		\$ -	