

This permit will expire 6 months from issued date.

Town of Monument - Sign Permit Application		Permit #:								
Please fill in the following information, check all boxes that apply, and read conditions below before signing at the bottom. <small>A site plan (including actual setbacks and accurate square footage) and sign master plan (if applicable) must accompany this application. Other requirements are subject to Staff. A Business License from the Town of Monument is required. Applicant must get Utility Locate before installation.</small>										
Sign Location		Sign Information								
Address (of sign location)		Number of Signs								
Business Name		Number of Faces								
Zoning of Property		Building Frontage (in feet)								
		Is this property part of a multi-lot/tenant center?								
Property Owner/Business Owner		Project Contractor								
Company		Business License #								
Person		Company								
Address		Person								
City/State/Zip		Address								
Phone/Fax		City/State/Zip								
		Phone/Fax								
Sign #1		Sign #2								
Details		Details								
Dimensions		Dimensions								
Square footage		Square footage								
Height		Height								
Color		Color								
Setbacks (does not apply to attached signage)		Setbacks (does not apply to attached signage)								
Materials		Materials								
Location (on site/building)		Location (on site/building)								
Type of Sign (check one)		Type of Sign (check one)								
Wall Sign		Wall Sign								
Projecting Sign		Projecting Sign								
Under Canopy Sign		Under Canopy Sign								
Awning Sign		Awning Sign								
Freestanding Sign		Freestanding Sign								
Monument Sign		Monument Sign								
Directional Sign		Directional Sign								
Subdivision ID Sign		Subdivision ID Sign								
Change of Copy		Change of Copy								
Purpose of Sign (check all that apply)		Purpose of Sign (check all that apply)								
Business Identification		Business Identification								
Subdivision Identification		Subdivision Identification								
Shopping Center Identification		Shopping Center Identification								
Construction		Construction								
Other		Other								
Notes										
Signs must comply with master sign plan and design guidelines. All freestanding signs require a pedestal base or 2 columns, 5' of landscaping around sign, and \$250 cash deposit for landscaping.										
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th colspan="2" style="text-align: center;">Permit fee (due at the time of issuance of permit)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$50 for freestanding/monument sign</td> <td></td> </tr> <tr> <td style="text-align: center;">\$25 for attached/wall sign</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">*fee is applicable for a max of 2 signs</td> </tr> </tbody> </table>			Permit fee (due at the time of issuance of permit)		\$50 for freestanding/monument sign		\$25 for attached/wall sign		*fee is applicable for a max of 2 signs	
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As applicant, I affirm the information contained in this application is accurate, and I agree to abide by the Monument Municipal Code.										
Applicant Signature:		Date:								
Owner's Signature:		Date:								
Town Approval:		Date:								