



**INFORMATION TO ALL SIGN PERMIT APPLICANTS**

**Dear Applicant:**

**Prior to submitting a sign application, please read the following information, provide your signature in the space below and submit with your sign permit application.**

- After a sign permit is issued, the sign permit is valid for 180 days. The approved sign must be installed in the 180 day time period, or a new sign permit must be issued.
- The Community Development Department may revoke or suspend an issued sign permit for a false statement or misrepresentation of fact in the application.
- All sign installations shall be inspected. The installer of a new sign must provide 24 hours notice to the Town of intent to install in order that the Town may have an inspector on site to assure compliance with the approved sign plan and the Town Code.
- Notice of intent to install a sign shall be provided by calling the Town Building Inspection line at (970) 262-7359. Failure to call for a final inspection within 7 days following the sign installation may result in a fine of \$150.00 per day to the sign owner, (Town Code Sec. 4-10-21.) Access to the sign and associated equipment shall be provided by the owner or installer.
- All electrical installation shall be reviewed, approved and permitted by the Summit County Building Department.
- Projects with an approved Comprehensive Sign Plan will be required to provide the property owners signature of approval of the proposed sign as part of the submittal package.
- For additional information regarding sign requirements please refer to the Silverthorne Town Code Chapter 4 Community Development, Article IX Signs.

**I have read and understand the above information.**

\_\_\_\_\_  
*(Applicant Signature and Title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Name and Title)*



SIGN PERMIT NO.: \_\_\_\_\_  
 (For Com Dev Dept Use Only)

## SIGN PERMIT APPLICATION

Please complete the form below and submit to the Town of Silverthorne Community Development Department with a proposed sign location plan and elevation; and shop drawings.

PROJECT INFORMATION	
<b>Business Name:</b>	
<b>Business Location:</b>	
<b>Contact Name / Title:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Mailing Address:</b>	
SIGN INFORMATION	
<b>Sign Type:</b>	<input type="checkbox"/> <b>Free Standing</b> <i>(Please provide a site plan with the location of the free standing sign identified.)</i>  <input type="checkbox"/> <b>Wall Sign</b> <i>(Please provide the amount of linear feet (L.F.) of the building elevation where the wall sign will be located.)</i> _____ L.F. of building elevation
<b>Description of Sign:</b>	
<b>Total Square Feet (S.F.) of Sign:</b>	_____ S.F.
SIGN CONTRACTOR INFORMATION	
<b>Sign Company Name:</b>	
<b>Town of Silverthorne Business License No.:</b>	
<b>Contact Name / Title:</b>	
<b>Phone Number:</b>	
<b>Email Address or Fax:</b>	
<b>Mailing Address:</b>	

(FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY)	
<i>Project Legal Description:</i>	
<i>Project Physical Address:</i>	
<i>Sign District:</i>	
<i>Comp Sign Plan:</i>	<input type="checkbox"/> Yes, <i>(Property Owner's Approval Signature of Proposed Sign Required)</i> <input type="checkbox"/> No
<i>Total Square Feet:</i>	
<i>Total Fee:</i>	
<i>Approved By:</i> <i>Print Name &amp; Title:</i>	
<i>Date:</i>	