



# Sign Permit & Planned Sign Program Application

Name of Business \_\_\_\_\_

Address – Location of sign or signs \_\_\_\_\_

Shopping Center or Legal Description \_\_\_\_\_

### Property Owner

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Sign Company

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Please submit the following. Electronic submittals are preferred.

- o **For all signs:** drawing or photo simulation, to scale, indicating the size, materials and method and intensity of illumination.
- o For buildings whose tenants have not been determined, the location, materials, method and intensity of illumination and maximum area for each sign that an individual business will be allowed to display.
- o For freestanding signs: also provide engineered footing plans of caissons or other structural elements.
- o For wall signs: also provide building elevation drawings or sketches indicating the placement of the sign on the exterior of the building or buildings.
- o For banners, balloons or temporary signs provide items listed above “For all signs” as well as location and timing of the placement of the banner, balloon or temporary sign as part of a Planned Sign Program. An single application may be submitted for a calendar year schedule.

### Application fee: *(check payable to the Town of Foxfield)*

\_\_\_ **Planned Sign Program:** \$200.00

\_\_\_ **New sign:** \$75.00

\_\_\_ **Face change:** \$35.00

\_\_\_ **Review deposit:** Depending on the proposed sign plan, a deposit for staff review may be required.

A **building permit** may be required from the Town of Foxfield prior to installation of any sign. Please contact Town Clerk Randi Gallivan at [Clerk@TownofFoxfield.com](mailto:Clerk@TownofFoxfield.com) or 303-680-1544.

### For Official Use Only

Review & Comments: \_\_\_\_\_

Town of Foxfield action: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_