

SIGN PERMIT CHECKLIST AND APPLICATION FOR FREESTANDING AND WALL MOUNTED SIGNS

A sign permit is required for any sign or device that advertises, identifies or attracts attention to a business, institution, product, organization or event. The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to eplan-signs@cityofloveland.org and each document must be a separate pdf file

The Planning Division will provide a fee invoice when the sign(s) are approved and the permit is ready for issuance. A check made payable to the City of Loveland or a credit card payment must be submitted prior to issuance of the permit.

I. Checklist

- 1. Application Checklist.** A copy of this checklist with boxes checked for items included with the submittal. PDF File Name: **Checklist.pdf**
- 2. Application Form** provided in this checklist. File Name: **Application.pdf**
- 3. Site Plan** must be drawn to scale and with dimensions, containing the following information:
File Name: **SitePlan.pdf**
 - a. North arrow identified.
 - b. Property lines or boundaries of the premise where the sign is to be located.
 - c. Footprint of the building showing where the sign is to be placed, including the setbacks of the building from the property lines.
 - d. Location of all proposed and existing freestanding and/or monument signs.
 - e. For all freestanding, monument, awning, or projecting signs: show the proposed setback of the sign from all nearby property lines, streets, alleys, or other public driving lanes.
 - f. Label any easement located within the property boundaries.
 - g. Show any other major property improvements which affect the location of the sign, such as parking lots, driveways, landscape areas, etc., including other signs on the same building or premise.
- 4. Building Elevation Drawings.** File Name: **Elevation.pdf**
 - a. Identify the two walls being used to calculate the total sign area with their lineal dimensions.

- b. Show elevations and dimensions of each building wall receiving signage.
- c. Identify all public entrances to the building.

5. Shop Drawings. File Name: **ShopDrawing.pdf**

- a. Show dimensions of all proposed signage.
- b. Calculation of the proposed sign area based on 8 straight lines.
- c. Show the dimension from grade to the bottom of all wall signs and the height of all freestanding signs.
- d. Show the letter/ figure design, dimensions, colors and materials of the copy/wording/verbiage on the sign.

II. SIGNS REQUIRING NEW ELECTRICAL SERVICE

Any sign requiring new electrical service will require a separate electrical permit issued by the Building Division. An electrical permit application must be submitted to: eplan-building@cityofloveland.org. For additional information regarding electrical permit applications, please contact the Building Division at 970-962-2505.

III. REFERENCES

All signs are subject to compliance with the standards and requirements in Section 18.04.08 of the Loveland Municipal Code.

IV. STAFF CONTACTS

- **Jeff McKee**
970.962.2723
Jeff.McKee@cityofloveland.org
- **Lena Butterfield**
970.962.2580
Lena.Butterfield@cityofloveland.org

All information must be completed before submittal will be accepted
Please note that this is the application form only; this entire packet and referenced materials must also be submitted

SIGN CONTRACTOR INFORMATION (CONTACT PERSON)

Name: _____ Company: _____
Phone: _____ Email: _____

PROPERTY/TENANT INFORMATION

Property Address: _____
New Business Name: _____ Business Type: _____
Property Owner Name: _____ Phone: _____
Tenant Name: _____ Phone: _____
Legal Description: Lot: _____ Block: _____ Subdivision: _____

SIGN INFORMATION

Select the sign types requested with this application:

New Wall Mounted Sign(s) New Freestanding Sign(s) Face Change to Existing Sign(s)

Total Number of Signs Requested with this application: _____

Total valuation (including materials and labor) for all signs requested with this application:
\$ _____

Describe the work to be performed:

CERTIFICATION

By signing this permit application, I hereby acknowledge that I have obtained permission by the property owner and/or owners association(s) to construct the signs as outlined within the permit application and have secured approval of all necessary design and architectural approvals from the owner and/or owners association.

Applicant's Signature

Date

NEW WALL SIGNS OR FACE CHANGE SIGNS TO BE INSTALLED

For sign type, please select the following abbreviations:

<i>Flush Wall Sign</i>	<i>Projecting Wall Sign</i>	<i>Face Change Only</i>
<i>FLUSH</i>	<i>PROJ</i>	<i>FACE</i>

Sign Type	Dimensions (HxWxD)	Sign Area	Direction Facing	Illuminated Yes or No
#1			NORTH SOUTH EAST WEST	
#2			NORTH SOUTH EAST WEST	
#3			NORTH SOUTH EAST WEST	
#4			NORTH SOUTH EAST WEST	
#5			NORTH SOUTH EAST WEST	
#6			NORTH SOUTH EAST WEST	

1. Will any wall mounted sign(s) be removed to accommodate the signs listed above?

Yes No

2. Additional comments or notes that you would like us to know about the wall signs requested above:

NEW FREESTANDING SIGNS

For sign type, please select the following abbreviations:

<i>New Freestanding</i>	<i>Face Change Only</i>
<i>FREE</i>	<i>FACE</i>

Sign Type	Sign Face Dimensions (HxWxD)	Height of Sign	Number of Faces	Sign Area	Direction Facing	Setback
#1					NORTH - SOUTH EAST- WEST	
#2					NORTH SOUTH EAST WEST	
#3					NORTH SOUTH EAST WEST	
#4					NORTH SOUTH EAST WEST	
#5					NORTH SOUTH EAST WEST	

1. Will the freestanding sign(s) be illuminated? Yes No
If yes, contact the Building Division at (970) 962-2505 for information and requirements for electrical permit.
2. Will any freestanding sign(s) be removed to accommodate the signs listed above?
 Yes No
3. Additional comments or notes that you would like us to know about the freestanding signs requested above: