

CHECKLIST AND APPLICATION FOR TEMPORARY 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. 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. Show elevations and dimensions of each building wall receiving signage.
- 5. Drawings.** File Name: **Drawing.pdf**
 - a. Show dimensions of all proposed signage.
 - b. Calculation of the proposed sign area based on 8 straight lines.

PROPERTY/TENANT INFORMATION

Name: _____ Company: _____

Phone: _____ Email: _____

Property Address: _____

Business Name: _____ Business Type: _____

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.

I agree to perform the work described according to plans and specification submitted and approved. I agree to comply with all city ordinances, state laws, and building codes. This application does not authorize any work within the right-of-way or curb cuts. The property owner shall ensure that no sign will be installed within any easements (utility, drainage, postal, pedestrian) or right-of-way. Contact Public Works at 970-962-2516.

Applicant's Signature

Date

TEMPORARY SIGNS

For sign type, please select the following abbreviations:

<i>Banner</i>	<i>Balloon</i>	<i>Pennant</i>	<i>Valance</i>	<i>Flying Banner</i>	<i>Other*</i>
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*Other** any sign device which operates from an external power source including but not limited to searchlights, inflatables, and animated signs.

Type	Dimensions (HxWxD)	Sign Area	Direction Facing	Setback	Duration sign to be displayed
#1			NORTH SOUTH EAST WEST		From To
#2			NORTH SOUTH EAST WEST		From To