



# Feather Banner/Temporary Banner Permit Application

404 Comanche St | PO Box 237 | Kiowa, CO 80117 | O: 303-621-2366 | F: 303-621-2595 | kiowa@townofkiowa.com

In order to allow adequate time for Town review of application and materials, submit application at least one week before desired banner installation date. Applications received with less time may not be approved in time. Complete all required areas, blanks may delay the review process.

**Banners cannot be displayed without Town approval.**

### Business and Sign Site Information - REQUIRED IF APPLICABLE

Business or Subdivision Name:

Sign or Site Address/Location:

**Reference: Sign Standards (16-265 & 16-267)** The regulations in this Section are intended to coordinate the use, placement, physical dimensions, and design of all signs within the Town. This section should be reviewed by all applicants/property owners before submitting a sign permit application.

### Property Owner Information - REQUIRED

Name(s):

Main Contact:

Phone:

Email:

Address:

### Business Owner Information – (only if different from Property Owner if applicable)

Name(s):

Main Contact:

Phone:

Email:

Address:

**PLEASE NOTE:** If your banner is going to be attached to the building you must submit a letter with your application from the Property Owner stating that you have been permitted to do so.

### Banner Fees and Dates – REQUIRED

Banner

Code Section 16-268

\$75.00 per banner

Start Date:

End Date:

Notes:

#### The more you know!

- Banner Permits are valid for 30 days. They are for special events or sales only.
- Banners may be applied for once per quarter.
- Banners must be taken down within five (5) days after the event.
- See Article XIV - Sign Code for complete code.

Banner Measurements – REQUIRED (this information must also be on your sign plan)		
Square feet:	See Chapter 30-7-110.C and D for size allowances.	
Height:	Width:	Depth/Projection:
Notes:		

**Need assistance figuring out the size? Reference: Sign measurements in the Sign Code (Section 16-265)** The information contained in this section will aid in determining the measurements of your banner.

Sign Information – REQUIRED		
Sign Material(s):		
Sign Color(s):	<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided

I certify this application is true and correct and agree to perform the work described according to the approved plan/specifications and comply with the Town of Kiowa code, state electrical code and adopted building codes. Additionally, **I UNDERSTAND AND AGREE the owner is responsible for any work commenced on the property and for any fees and expenses incurred for plan review, permits, inspections, and other fees associated with this application.**

Printed Name of Applicant:

Signature:

# BANNER PERMIT APPLICATION CHECKLIST

A complete temporary sign permit application must contain the following per Section 30-7-102 of the Development Code:

- Completed Application
- Legible Site Plan
  - Including specific location of the banner(s)

A detailed drawing of the dimensions, materials and colors of the proposed banner.

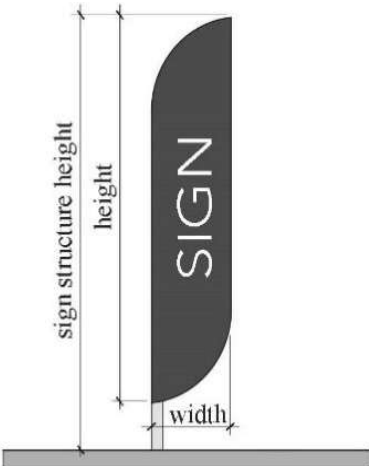


Figure 7.21 Banner sign example – ground mount



Figure 7.22 Banner sign example – wall mount



