



Temporary Sign 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 sign installation date. Applications received with less time may not be approved in time. Complete all required areas, blanks may delay the review process.

Signs 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 (16-268 & 16-269) 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 sign 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.

Sign Fes and Dates – REQUIRED

Temporary Sign	Sec. 16-268. - Special events	\$5.00/Sign - up to 8 Total
----------------	-------------------------------	-----------------------------

Start Date:	End Date:
-------------	-----------

Notes:

The more you know!

- Temporary Sign Permits are valid for 30 days. They are for special events or sales only.
- One (1) identification sign, single- or double-faced, provided that such sign does not exceed two (2) square feet in area per face;
- Temporary Signs must be taken down immediately after the conclusion of the event.
- See Article XIV - Sign Code for complete code.

SIGN Measurements – REQUIRED (this information must also be on your sign plan)

Square feet:		
Height:	Width:	
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):	Single Sided	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:

SIGN PERMIT APPLICATION CHECKLIST

Completed Application

Legible Site Plan

- Including specific location of the sign(s)

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

