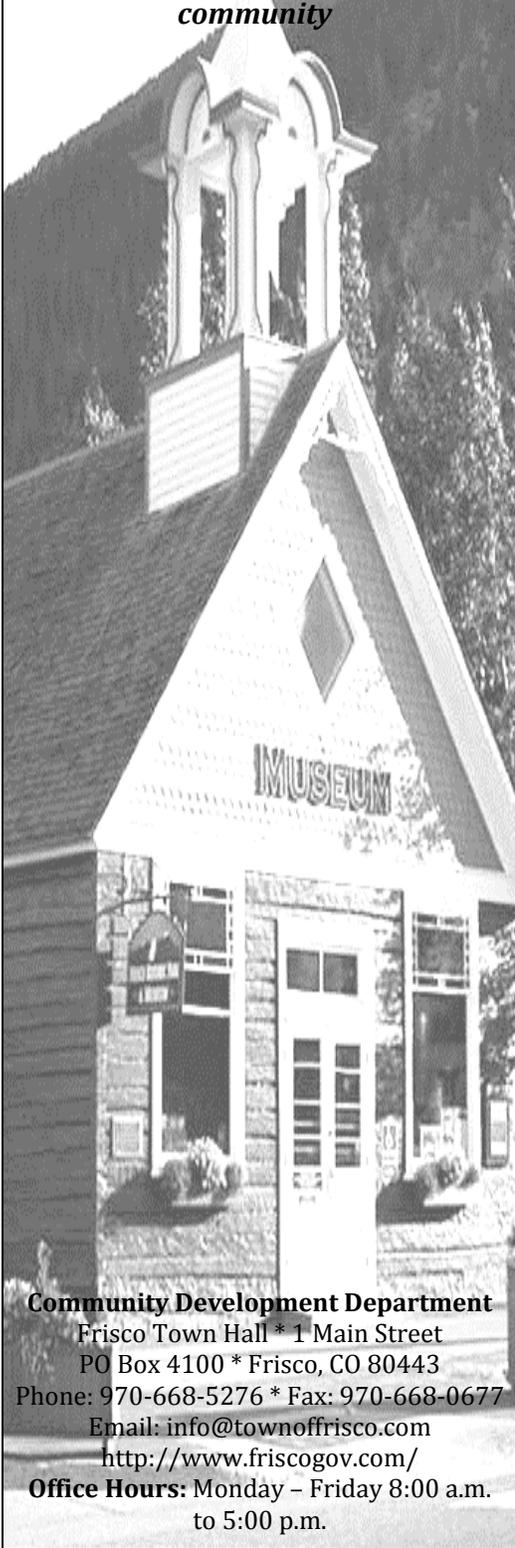




*Dedicated to building a
desirable, resilient and safe
community*



Community Development Department
Frisco Town Hall * 1 Main Street
PO Box 4100 * Frisco, CO 80443
Phone: 970-668-5276 * Fax: 970-668-0677
Email: info@townoffrisco.com
<http://www.frisco.gov/>
Office Hours: Monday - Friday 8:00 a.m.
to 5:00 p.m.

SIGN PERMIT APPLICATION

General Explanation

Any person, organization, or business entity desiring to construct, erect, remodel or change any sign within the Town of Frisco is required to apply for a sign permit. Applications are administratively reviewed and approval is required prior to installation of any sign.

A violation of the Sign Code (§180-22, Signs) including, but not limited to, signs without permits, attention getting devices and other prohibited signs or signs located in the right-of-way may result in a citation issued by the Community Services Officer.

Application Materials

1. Application Form

Completed and signed.

2. Application Fee

- \$50 non-refundable fee for up to two signs
- \$25 for each additional sign including directional signs

3. Site Plan

Provide a site plan with a scale of 1"=10' depicting the locations of all existing and proposed signage, public rights-of-way, property lines, **easements**, grades, buildings, **utilities**, and landscaping.

4. Elevation Drawing

Provide elevation drawings or photographs of the proposed signage depicting the dimensions, design, colors, materials, source of illumination and building façade or other locations where the proposed signage will be located.

5. Utility Locates

Utility locates may be required for freestanding signs as determined by the Community Development Department.

6. Master Sign Plan

Required for any development having more than one tenant, business, or use. Master Sign Plans must be approved prior to the submittal of any individual sign permit.

7. Business License

Required for any business wishing to display a sign.

8. Property Owner and HOA Consent

Provide written consent from the property owner. Homeowners Association consent when applicable.



<i>For Office Use Only</i>		
File Number:	Application Fee:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:

SIGN PERMIT APPLICATION - \$50 FEE

APPLICANT INFORMATION:

Business Name	Phone Number
Best Person to Contact	Email
Mailing Address	City State Zip Code
Physical Street Address	Legal Address

SIGN DESCRIPTION:

<input type="checkbox"/> Permanent	<input type="checkbox"/> Single Face	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Other	<input type="checkbox"/> Non-Illuminated
<input type="checkbox"/> Temporary	<input type="checkbox"/> Double Face	<input type="checkbox"/> Wall Mounted		<input type="checkbox"/> Internally Illuminated
		<input type="checkbox"/> Projecting		<input type="checkbox"/> Externally Illuminated
Sign Wording	Specific Location	Height (Freestanding Signs)		
Dimensions (Ft. x Ft.)	Total Square Feet	Material(s)		
Color(s)	Number & description of existing signs			

INSPECTIONS

The Community Development Department shall have the authority to make periodic inspections of all existing signs for compliance with this section. Final approval of any sign as erected is contingent upon inspection of said sign for compliance with the approved sign application within fourteen (14) days of erecting the sign. The applicant is responsible for requesting a final sign inspection from the Community Development Department once the sign has been erected.

CERTIFICATION

I, the undersigned, authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

Applicant Name (Please Print)	Title
Applicant Signature	Date