



Checks only. Please make out  
to Town of Eagle. In memo  
write "Sign Permit" and the  
sign description.  
Thank you!

**TOWN OF EAGLE**  
COMMUNITY DEVELOPMENT  
200 BROADWAY • PO BOX 609 • EAGLE, CO 81631  
PHONE: 970-328-9655 • FAX: 970-328-9656  
www.townofeagle.org

## SIGN PERMIT APPLICATION

*Pursuant to the Land Use & Development Code, Title 4 Chapter 16*

### APPLICATION SUBMITTAL SHALL INCLUDE:

- ☐ A drawing to scale which depicts the location of the proposed sign in relation to buildings, setbacks, any pertinent easements, and property lines, plus the sign height and clearance above ground.
- ☐ A drawing to scale depicting each sign face and the respective dimensions, materials, letter size, and colors.
- ☐ An elevation drawing to scale depicting the proposed sign including location and size.
  - For Wall Signs – an elevation of the building is acceptable
  - For Projecting Signs – the elevation drawing must include the mounted height from bottom of the sign
  - For Monument/Freestanding Signs – a site plan must be submitted with setbacks to property lines
- ☐ Design and construction plans adequate to demonstrate compliance with Uniform Sign Code.
- ☐ Sign Permit Fee - \$100 for one sign, \$150 for two or more.

**BUSINESS NAME:** \_\_\_\_\_

**SIGN LOCATION ADDRESS:** \_\_\_\_\_

**TYPE OF SIGN:** ☐ Wall ☐ Monument ☐ Awning ☐ Window ☐ Projecting

**SQUARE FOOTAGE:** \_\_\_\_\_ **MOUNTING** Ground \_\_\_\_\_ Ground \_\_\_\_\_

**SIGN MATERIAL DESCRIPTION:** \_\_\_\_\_ **HEIGHT:** to top of sign to bottom of sign

**LIGHTING:** ☐ None ☐ External ☐ Internal

**TYPE OF ILLUMINATION:** \_\_\_\_\_ **LUMENS & WATTAGE:** \_\_\_\_\_

**VALUATION OF WORK (cost of materials and labor):** \_\_\_\_\_

**APPLICANT NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**OWNER OF RECORD** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

*This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction of work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.*

\_\_\_\_\_  
Signature - Owner Date

\_\_\_\_\_  
Signature - Contractor Date

### FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ BY \_\_\_\_\_ FILE NUMBER \_\_\_\_\_  
REVIEW FEE \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_ BY \_\_\_\_\_