



BUILDINGS & CONSTRUCTION CODE CHAPTER 15.16 SIGN PERMIT SUBMITTAL REQUIREMENTS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Buildings & Construction Code provisions, Chapter 15.16 Signs. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: www.manitougov.com

15.16.020(35) "Sign" means any stationary object, device, symbol, or part thereof, subject to view from a public right-of-way, used primarily to advertise or identify an object, person, institution, organization, business, product, service, or event by means including words, letters, figures, designs, symbols, logos, fixtures, colors, motion, illumination, or projected images. Any displayed merchandise shall be not considered a sign.

DO YOU NEED A PERMIT?

These signs DO NOT require a permit. ALL OTHER signs in Manitou Springs require processing a permit with the Planning Department BEFORE erecting the sign:

DOWNTOWN ZONE

- Sandwich Board/A-Frame (maximum 4 feet high; 8 square feet per side)
- Business Hours (maximum 2 square feet)
- Credit Card signs (maximum 2 square feet)
- "Open" and "Closed" Signs (maximum 3 square feet)
- Parking signs (maximum 6 square feet)
- Announcements (maximum 6 square feet – must be displayed in or near a door or window)

COMMERCIAL ZONE

- Sandwich Board/A-Frame (maximum 4 feet high; 8 square feet per side)
- Business Hours (maximum 4 square feet)
- Credit Card signs (maximum 10 square feet)
- "Open" and "Closed" signs (maximum 8 square feet)
- Parking signs (maximum 6 square feet)
- Announcements (maximum 6 square feet – must be displayed in or near a door or window)

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- 1) A completed **Administrative Review Application** form accompanied by nonrefundable application fee (Regular Sign = \$30; Temporary Sign (banner) = \$15).
- 2) **HOW MANY** signs will be installed? *This includes wall, hanging, freestanding, roof, window, door, and temporary (banner) signs. Street-level businesses in the Downtown and Commercial Zones with single frontage are allowed a total of **three (3)** signs.*

What are the **SIZES** of each sign? *Please indicate the measurement of EACH sign (for example: 2' x 4'). Street-level businesses are allowed a total square footage of signs to equal the building or property street frontage (measured corner to corner) times three (3).*

For **new signs**, please provide individual, detailed to-scale drawings (no larger than 11"x 17") to include exterior dimensions, accurate representation of letter style(s) and sizes, design elements, and color(s). Drawings of Freestanding Signs shall also include the height from the bottom of the sign to the ground.

For **existing signs** that are to remain, color photographs, with written dimension information as required for new signs, can be submitted in lieu of drawings.

● **PLEASE NOTE:** Lettering on signs in the Downtown Zone may not exceed nine inches (9") in height.

- ❑ 3) **WHERE** will the signs be located?

For **Window, Wall, Hanging Signs and Roof Signs**, elevation drawing(s) and/or photos of each building facade on which signs are to be installed shall be provided showing:

Window Signs - the outline of sign as located within window and showing overall window dimensions and measurements from edge of sign to edge of window as it would appear from the street.

Wall Signs - the outline of sign and dimensions from edge of sign to ground, side, roof, etc., as it would appear from the street.

Hanging Signs - the location of hanging sign showing dimensions from bracket to ground, side, roof, etc., as it would appear from the street.

Roof Signs (Not allowed in Downtown Zone) - the outline of sign and dimensions from edge of sign to ground, side, roof, etc., as it would appear from the street.

For **Freestanding, Off-premise and Trailblazer Signs**, a site plan, drawn to-scale, showing the locations and dimensions from property lines of all buildings and improvements shall be provided.

- ❑ 4) Applications must be signed by the property/building owner.