



**COMPREHENSIVE SIGN PLAN APPLICATION**

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-539-4555 Fax: 719-539-5271

Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

**A. GENERAL INFORMATION**

Name of Applicant: \_\_\_\_\_ (If the applicant is not the owner of the property, a letter of consent from the owner is required.)

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Disclosure of Ownership: \_\_\_\_\_ (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

**B. APPLICATION CONTENTS (City Code Section 16-10-100(2)) Numbers 1 thru 4 below must be completed prior to application submittal.**

1. Comprehensive Sign Plan Application.
2. Scaled Sketch Plan showing dimensions of all signs, sign type, sign height and type of illumination.
3. Location. A scaled site plan identifying the proposed location of the sign(s) and the location of all other existing signs on the building or parcel.
4. Application Fee - According to current adopted fee schedule

**C. TOTAL SIGN AREA ALLOWED (City Code Table 16-L)**

1. Residential Zones and Residential Uses are permitted up to 9 sq. ft. of sign area per dwelling unit.
2. Signs that are painted on, applied or attached to a window that can be read through a window do not count towards aggregate sign area and do not require a permit.
3. Owners of businesses operating in a building in C-1 or C-2 zones may display one sidewalk sign per building on the sidewalk adjacent to the public business entrance of the building. Sidewalk signs are limited in size to a maximum width of 3' and a maximum height of 5'. Sidewalk signs do not require a permit and do not count towards aggregate sign area. More information on sidewalk signs can be found in Section 16-10-50(d)2 of the Municipal Code.

**D. TOTAL SIGN AREA ALLOWED (City Code Table 16-L)**

First Floor: \_\_\_\_\_(linear lot frontage) x 1.0 = \_\_\_\_\_ sq. ft. sign area permitted

Additional Floor: \_\_\_\_\_(linear lot frontage) x 0.5 = \_\_\_\_\_ sq. ft. additional sign area permitted

\_\_\_\_\_ **Total sign area permitted**

**E. SIZE COMPLIANCE** - The applicant shall designate how much sign area of the total permitted signage should be apportioned to each tenant space for both individual identification signs and common free-standing signs. Please attach additional sheets for additional units.

<u>UNIT A</u> - SIGN TYPE	NUMBER OF SIGNS	SIGN AREA H x W	HEIGHT	ILLUMINATED	
				Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT A TOTAL</b>					

<u>UNIT B</u> - SIGN TYPE	NUMBER OF SIGNS	SIGN AREA H x W	HEIGHT	ILLUMINATED	
				Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT B TOTAL</b>					

<u>UNIT C</u> - SIGN TYPE	NUMBER OF SIGNS	SIGN AREA H x W	HEIGHT	ILLUMINATED	
				Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT C TOTAL</b>					

<u>UNIT D</u> - SIGN TYPE	NUMBER OF SIGNS	SIGN AREA H x W	HEIGHT	ILLUMINATED	
				Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT D TOTAL</b>					

<b>UNIT E - SIGN TYPE</b>	<b>NUMBER OF SIGNS</b>	<b>SIGN AREA H x W</b>	<b>HEIGHT</b>	<b>ILLUMINATED</b> Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT E TOTAL</b>					
<b>UNIT F - SIGN TYPE</b>	<b>NUMBER OF SIGNS</b>	<b>SIGN AREA H x W</b>	<b>HEIGHT</b>	<b>ILLUMINATED</b> Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT F TOTAL</b>					
<b>UNIT G - SIGN TYPE</b>	<b>NUMBER</b>	<b>SIGN AREA H x W</b>	<b>HEIGHT</b>	<b>ILLUMINATED</b> Internal/External	
Pole Sign				Yes	No
Monument/Ground Sign				Yes	No
Projecting Sign				Yes	No
Wall Sign				Yes	No
<b>UNIT G TOTAL</b>					

I/We certify that the information and exhibits herewith submitted are true and correct to the best of my/our knowledge.

Signature of applicant/agent: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: _____	Date received: _____
Staff Comments: _____	
Fee: _____ Date Approved/Letter sent: _____	

**F. SIGNS (City Code Table 16-L and Table 16-M)** Article X -**Sign standards** are also located on our website at [cityofsalida.com/departments/planning.html](http://cityofsalida.com/departments/planning.html)

<b>Zone District/Overlay</b>	<b>Sign Type Permitted</b>	<b>Maximum Sign Area</b>	<b>Illumination</b>	<b>Maximum Sign Height</b>
Residential (R-1, R-2, R-3, R-4)	Wall, pole or ground	9 sq. ft. per dwelling unit	No Illumination	5 feet for pole and ground signs
RMU, C-1, C-2 and I <b>Residences</b>	Wall, pole or ground	9 sq. ft. per dwelling unit	No Illumination	5 feet for pole or ground signs
Residential Mixed Use <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	6 feet for pole and ground signs
Commercial (C-1) and Industrial (I) <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Internally or Externally Lit	20 feet for pole signs and 8 feet for ground signs
Central Business District (C-2) <b>Nonresidential Uses</b>	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	20 feet for pole and 5 feet for ground signs
SH 291 Corridor Overlay District (291 CO)	Wall, pole, ground or projecting	First Floor: 25 sq. ft. or up to 1.0 times the linear footage of lot frontage Additional Floor: Up to 0.5 times the linear footage of building frontage	Externally Lit	5 feet for pole and ground signs

Notes:  
 No sign permit is required for sites with a total sign area of nine (9) sq. ft. or less.  
 The maximum size of any individual sign shall be 100 sq. ft. In no event shall the total amount of sign area displayed on a site exceed 250 sq. ft.  
 Every Planned Development, subdivision, multi-tenant building or coordinated development shall have a comprehensive sign plan.