



Town of Milliken

1101 Broad St., PO Box 290, Milliken, CO 80543
970-587-4331 Fax 970-587-2678

SIGN PERMIT APPLICATION

Town File #: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION/ADDRESS OF SIGN: \_\_\_\_\_

APPLICANT/BUSINESS NAME: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

ALL CONTRACTORS MUST BE LICENSED WITH THE TOWN

CONTRACTOR: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

Type: Attached \_\_\_\_\_ Temporary \_\_\_\_\_ Banner \_\_\_\_\_ Freestanding \_\_\_\_\_

Illuminated: Y N Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SIGN MEASUREMENTS: \_\_\_\_\_(H) X \_\_\_\_\_(W) = Total \_\_\_\_\_ Square Feet

SIGN TEXT: \_\_\_\_\_

Distance of the proposed placement to at least two (2) property lines.

DRAWINGS: Specifications and method of construction with color, weight, support and distance from doors, windows, fire escapes and driveways.

FOR OFFICE USE ONLY

Approved Town Staff \_\_\_\_\_ Date \_\_\_\_\_

LABOR AND MATERIAL VALUE TO BE COMPLETED BY APPLICANT

Table with 2 columns: Category, Value. Rows: Labor Value, Material Value.

Signed Final (Town Staff) \_\_\_\_\_

Date of Final \_\_\_\_\_

Table with 3 columns: Fee Name, Amount, Value. Rows: Sign Fee, Electrical Fee, Admin. Fee, Use Tax (80%), Use Tax (20%), TOTAL FEES.

**A SIGN PERMIT APPLICATION WILL INCLUDE THE FOLLOWING IN ACCORDANCE WITH ARTICLE 7, CHAPTER 16 OF THE MILLIKEN LAND USE CODE:**

1. A Statement describing how the application conforms to Article 7 of the Land Use Code, Article 11 of the Land Use Code (if applicable), and the applicable zone district in which the sign is to be located.
2. A sign permit shall be obtained for the installation, remodeling or removal of any sign and shall include the following information:
  - a. Name, address and telephone number of the applicant;
  - b. Location of the building, structure or lot where the sign is proposed or is located;
  - c. Written consent of the property owner;
  - d. Proposed location of the sign on the building and/or lot in relation to nearby buildings and other structures, including dimensions showing the distance of the proposed placement to at least two (2) property lines;
  - e. Scale drawings of the plans, including dimensions of the sign, specifications and method of construction of the sign, including its support, colors, weight and distance from doors, windows, fire escapes and driveways;
  - f. A graphic drawing or photograph of the sign copy;
  - g. A description of the lighting to be used;
  - h. If the sign is to be located off the premises advertised, a written lease or permission from the property owner of the site on which the sign will be located;
  - i. If the sign is to be located in the historic district, such as downtown, applicant must also adhere to Article 11 of Chapter 16; and
  - j. Name and address of the individual or firm installing the sign.
3. An application fee shall be required for a sign permit for review and processing and for all necessary inspections related to the permit and shall be set by the Town from time to time. (Ord. 480 §7.1, 2003; Ord. 523 §1, 2005)
4. The applicant has the option of using the creative sign permit process if applicable. See Section 16-7-130 for a description of the creative sign process.