

# Town of Kremmling Sign Permit

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant Telephone Number: \_\_\_\_\_ (w) \_\_\_\_\_ (h)

Business Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

- **Attach a drawing or picture of all signs including dimensions, square footage, proposed and existing locations and note the type of illumination.**
- **Attach a site plan indicating the location and dimensions of all proposed and existing signs.**
- **Include the total square footage of all proposed and existing signs.**

**17.11.025 Sign Types.** Only the following types of signs shall be allowed.

<p><b>Business Directional Signs.</b></p> <ol style="list-style-type: none"> <li>1. Purpose: To direct the flow of traffic in and out of drives and parking areas of buildings.</li> <li>2. Size: Three (3) square feet maximum per sign.</li> <li>3. Number: Two (2) per premise and two (2) per each street premise faces.</li> <li>4. Illumination: Indirect only.</li> </ol> <p><b>Business General Signs.</b></p> <ol style="list-style-type: none"> <li>1. Purpose: To announce the name of a business or service establishment and/or to indicate the type of goods sold or services performed at the premises where the sign is located.</li> <li>2. Size: Sixty-four (64) square feet maximum per sign. Two hundred (200) square feet total per premises.</li> <li>3. Number: Three (3) signs. A two-sided sign is considered two (2) signs.</li> <li>4. Illumination: Direct or indirect.</li> </ol> <p><b>Business Banners - No permit required.</b></p> <ol style="list-style-type: none"> <li>1. Purpose:             <ol style="list-style-type: none"> <li>a. To announce public events to be held at the premises where the sign is located.</li> <li>b. To announce the promotion of a product or service.</li> <li>c. A welcome or greeting.</li> </ol> </li> <li>2. Size: Thirty (30) square feet maximum per sign.</li> <li>3. Number: Two (2) signs.</li> <li>4. Illumination: None.</li> <li>5. Time Limit: Ninety (90) days, non-renewable. Must be marked with date hung or date of expiration.</li> </ol> <p><b>Business Window Signs - Permanent.</b></p> <ol style="list-style-type: none"> <li>1. Purpose:             <ol style="list-style-type: none"> <li>a. To announce the name of a business or service establishment.</li> <li>b. To indicate the type of goods sold or services performed.</li> <li>c. To indicate the operating hours.</li> <li>d. To indicate whether a business is opened or closed.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>2. Location: Must be placed inside of structure.</li> <li>3. Size: Total area of all signs not to exceed 50% of window area.</li> <li>4. Illumination: Direct or indirect.</li> </ol> <p><b>Temporary Signs - No permit required.</b></p> <ol style="list-style-type: none"> <li>1. Purpose and Limitations:             <ol style="list-style-type: none"> <li>a. To announce the sale or leasing of a property or building where the sign is located.</li> <li>b. To announce the building, architect, or tenant of a proposed building to be constructed where the sign is located.</li> <li>c. To announce election candidates and/or election issues. Limited to two (2) per candidate or issue. Election signs shall be removed within seven (7) days after each election.</li> <li>d. Menu signs, two (2) per restaurant.</li> <li>e. Portable signs, one (1) per business.</li> <li>f. Special Event signs to announce a special event.</li> <li>g. Temporary window signs.</li> </ol> </li> </ol> <p><b>Home Identification Signs - No permit required.</b></p> <ol style="list-style-type: none"> <li>1. Purpose: To identify premises and/or occupants of premises upon which sign is located.</li> <li>2. Size: Two (2) square feet maximum.</li> <li>3. Number: One (1) sign.</li> <li>4. Illumination: None, except that used to illuminate dwelling addresses.</li> </ol> <p><b>Home Occupation Signs.</b></p> <ol style="list-style-type: none"> <li>1. Purpose: To announce the name, location, sponsor, or occupant at the home where the sign is located.</li> <li>2. Size: Two (2) square feet maximum.</li> <li>3. Number: One (1) sign.</li> <li>4. Illumination: None.</li> </ol>
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**Fee: \$48 for sign application; \$100 for Use by Review.**

Applicant Signature \_\_\_\_\_

Date submitted \_\_\_\_\_

Town Manager Signature \_\_\_\_\_

Date approved \_\_\_\_\_

#### **17.11.010 - Purpose.**

- A. Establish standards for the type, placement, and physical dimensions of all signs.
- B. Promote equal treatment under the law through accurate record-keeping and consistent enforcement.
- C. Bring non-conforming signs into compliance.
- D. Balance the right of individuals to identify their business with the right of the public to be protected from visual discord resulting from the unrestricted proliferation of signs.
- E. Provide a procedure for variance recognizing that instances may occur where strict application of the provisions of this chapter may deprive a person of the reasonable use of a sign.
- F. Allow for freedom of expression while preserving the historic western character of the town.
- G. Assure and promote the safety of pedestrian and vehicular traffic.
- H. Promote both preservation and renovation.

#### **17.11.015 - Definitions.**

“Abandoned Sign” - A sign is considered abandoned if the business or activity advertised on the sign is no longer licensed, no longer doing business, or is no longer active at that location, and such inactivity exists for a thirty (30) day or longer period of time.

“Awning Sign” - Proportional words, letters, numbers, or other symbols which are painted, stitched, sewn or stained onto the exterior of an awning. No awning shall block the view of other signs or extend over a public property or right-of-way.

“Banner” - A professionally produced sign made of fabric or any non-rigid material that contains language for advertisement, greeting, or similar messages intended to be displayed for a short period of time. Not to be used in lieu of permanent signage.

“Billboard” - Any framework for signs advertising merchandise, services, or entertainment sold, produced, manufactured, or furnished at a place other than the location of such structure.

“Direct Illumination” - A lighting source not part of the sign, such as a flood lamp or other source aimed at and directly illuminating the sign.

“Indirect Illumination” - A lighting source that is an integral part of the sign, such as neon lighting or back lighting of a sign using an illumination source attached to or a part of the sign.

“Menu Sign” - A sign or display device that contains the restaurant menu or daily specials. The sign will have a maximum of two (2) square feet.

“Permanent Window Sign” - A sign or painted information upon or within three feet of a window for the purpose of viewing from outside of the premises. Displayed merchandise and decorative borders are excluded.

“Portable Sign” - A movable self-supporting sign with one or two faces. The sign will have a maximum of twelve (12) square feet per side and can only be placed on private property of the business and not on any public property, sidewalk, or street. The sign shall only be posted during regular business hours.

“Sign” - Any stationary object or device situated outdoors or indoors, but subject to public view, which is used to advertise or identify an object, person, institution, organization, business, product, service or event by means including words, letters, figures, designs, color, motion, illumination or other symbols.

“Sign Area” - A sign shall be measured by the sum total of all sign faces, including logos, marks, icons, emblems and/or other types of symbols used to identify an individual business. If a sign is attached to a wall without a backing surface, the total sign area shall be the sum of the area created from the outside edge of the first letter to the outside edge of the last letter as measured in a straight line and the area from the top of the highest letter to the bottom of the lowest letter as measured in a straight line.

“Special Event Sign” - A temporary sign advertising or pertaining to any civic, patriotic or special event of general public interest taking place within the town.

“Temporary Window Sign” - A sign advertising a sale, special, or a product or activity that does not exceed ninety (90) days and applied upon or within three feet of a window for the purpose of viewing from outside of the premises. Total area of all signs not to exceed 50% of window area.

#### **17.11.020 General Restrictions.**

- A. Except as otherwise provided in this Chapter, a permit is required to erect, install, relocate, structurally modify, or perform any other non-routine maintenance of any sign.
- B. All signs are subject to inspection.
- C. Signs not specifically authorized in accordance with this chapter are prohibited.
- D. No sign shall be allowed in any public right-of-way.
- E. Signs that blink, flash, rotate, scroll or which vary in light intensity are prohibited.
- F. Animated, moving, or swinging signs are prohibited.
- G. Signs which emit visible smoke, vapor, particles, or odor are prohibited.
- H. Signs which produce audible noise or sounds are prohibited.
- I. All billboards are prohibited.

- J. Signs mounted, painted on, or attached to a parked vehicle or trailer for the primary purpose of attracting people to a product, business, or activity located on the same or nearby premises, or to a product, business, or activity located on a public right-of-way in the vicinity of such vehicle or trailer are prohibited.

**17.11.030 Height.** No sign shall project above the roof line or façade of the building identified or advertised by the sign.

**17.11.035 Application for Sign Permit.**

- A. The applicant for a permit shall complete an application on forms available from the Town. The application shall include the following information:
1. The name, address, and telephone number of the owner, or authorized agent.
  2. The address of the property where the sign(s) will be located.
  3. Drawings indicating dimensions, square footage and the type of illumination of each proposed sign.
  4. A site plan indicating the location and dimensions of all proposed and existing signs.
  5. The total square footage of all proposed and existing signs.
  6. The applicable fee.
  7. Signature of applicant.
- B. The application will be reviewed and shall be approved, with or without conditions, denied, or referred back to the applicant for additional information.
- C. The permit shall expire if the work is not completed within ninety (90) days. In the event of the expiration of the permit, the applicant may apply for a new permit.

**17.11.040 Use by Review.**

- A. Application and Review. If a permit application seeks approval for a sign not in conformance with this Code, the Town Manager may grant the permit for a non-conforming sign upon the following terms and conditions:
1. Applicant shall supply such information, drawings, sketches and maps as the Town Manager deems necessary for the review of the request.
  2. A review fee shall be paid to the Town.
  3. The application shall be reviewed for conformance with the character of the neighborhood and noninterference with adjacent properties.
  4. A nonconforming sign shall not interfere in any way with foot or vehicle traffic by creating distraction, sightline interference or view blocking.
  5. The Applicant must establish the necessity of the sign by a showing that the signage allowed under this code is insufficient for the circumstances of the property, such as speed of traffic, number of businesses on the premises needing signs, and similar reasons not simply related to competitive advantage.
  6. The application shall be granted no earlier than fifteen (15) days following public notice of the application by a single publication in the legal newspaper published at the applicant's expense. Such published notice shall include the Applicant's name, a full description of the sign, including the size, text, height, lighting and location of the proposed sign, and state that public comment is invited. The Town Manager shall seek to resolve concerns raised by any comments received, and if unable to do so, shall deny the application.
  7. Signs permitted by special review must be maintained, and the size, shape, text, lighting, and height may not be altered without obtaining approval of a new permit pursuant to this Section. Permits issued hereunder shall be transferable from owner to owner of said property.
- B. Appeal. Applicant or any aggrieved person who commented on the application may appeal the decision of the Town Manager to the Board of Trustees, which shall hold a hearing on the application following notice of the appeal. Notice of the appeal hearing shall be made by mailing to the appellant and the applicant and by a single publication in the legal newspaper. Such published notice shall advise of the time, date and purpose of the hearing, and shall identify the Applicant and provide a full description of the sign, including the size, text, height, lighting and location of the proposed sign.

**17.11.045 Maintenance and Removal.**

- A. Safe and Presentable Condition. Every sign, including but not limited to those signs for which permits are required or for which no permits or permit fees are required, shall be maintained in a safe, presentable, and good structural material condition at all times, including the repair or replacement of defective parts, painting, cleaning, and other acts required for the maintenance of said sign.
- B. Colorado Department of Transportation (CDOT) Conformity. All signs located in the state highway right-of-way shall conform to the standards set forth by CDOT.
- C. Dangerous or Defective Signs. No persons shall maintain or permit to be maintained on any premises owned or controlled by him/her any sign that is in a dangerous or defective condition. Any such sign shall be removed or repaired by the owner of the sign or the owner of the premises once the dangerous or defective conditions arises.
- D. Abandoned Signs. It is unlawful to maintain for more than thirty (30) days any sign that has become obsolete because of discontinuance of the business, service, or utility it advertises.
- E. Removal of Signs by the Town. The Town shall cause to be removed any abandoned, poorly maintained, or dangerous signs, or materially, electrically, or structurally defective signs for which no permit has been issued. The Town shall prepare a notice which shall describe the sign and specify the violation involved and which shall state that if the sign is not removed or the violation is not corrected within ten (10) days the sign shall be removed by the Town at the sign owner's expense.

**17.11.050 - Fees.**

The Board of Trustees shall set the fees by resolution.