



Town of Superior Sign Permit Application

Date Received	Sign Permit Application		Permit Number
Address of Proposed Construction			
Property Owner		Owner Phone #	
Owner's Address (if different than above)		City, State, Zip	
Contractor		Contractor Phone #	
Contractor Address		City, State, Zip	
Job Contact Name		Job Contact Phone #	
Job Contact Company		Job Contact Email Address	
Indicate Number of Each Sign Type:			
<i>Ground Level Directional</i>	<i>Freestanding</i>	<i>Wall</i>	<i>Monument</i>
# of Signs:	# of Signs:	# of Signs:	# of Signs:
Lighted: Y___ N___	Lighted: Y___ N___	Lighted: Y___ N___	Lighted: Y___ N___
Sign Area: _____ sf	Sign Area: _____ sf	Sign Area: _____ sf	Sign Area: _____ sf
For ground level, freestanding, and monument signs, indicate actual distance to property lines below:			
Front setback:	Left Side setback:	Right Side setback:	Rear setback:
Total # tenants in this bldg:	This tenant bldg frontage: ft	Total sign area: sf	
<p>Attach a site plan showing sign location, distances to property line(s), street location, and frontage of tenant space on building. Provide a plan of the sign including dimensions of the sign, height above the ground, text, pictures and symbols, sign materials, type of lighting if applicable, and method of mounting. Freestanding signs may require an engineered foundation.</p>			
Description:			
\$300 Plan Review Fee Included:		Owner Approval Received:	
<p>Note: Town approval is required Signs shall comply with the approved Site Development or Planned Development Plan and Chapter 16, Article 19 of the Superior Municipal Code</p>			
<p>I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge and in filing the application and submittal documents, I am acting as and/or with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I agree to pay all costs pursuant to Section 16-1-60 of Chapter 16, Land Use Code of the Superior Municipal Code, as it exists and as it may be amended. I am submitting a deposit with this application and understand that the deposit and any additional deposits will be drawn on to pay the actual costs incurred by the Town in reviewing this application. I further agree that I will replenish the deposit as provided in Section 16-1-60. I agree that all submittal documents required by the Land Use Code must be submitted before this application is considered completed for review by the Town.</p>			
Signature:		Print Name:	Date:
Office Use Only			
Town Approval:		Date:	
Bldg Department Approval:		Date:	



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Submittal Requirements

- 1) Completed Application Form, to include name, address, telephone number and email. For Building Permit application and approval, contact the Building Department. – 1 original, 2 copies, 1 electronic
- 2) A map showing the location of the building, structure or lot to which the sign is to be attached or erected, and showing the position of the sign in relation to nearby building and street(s): such map shall be to scale and no smaller than 11" x 17" – 3 copies, 1 electronic
- 3) A narrative description describing the sign proposal, method of illumination and other particulars related to the sign not described on the completed application. – 3 copies, 1 electronic
- 4) A plan drawing(s) showing design of the sign(s), including dimensions, materials used, colors, lighting and method of construction and means of attachment to the building or the ground: such plans shall be to scale and no smaller than 11"x17". Use photo simulations and scaled drawings to describe the sign(s). – 3 copies, 1 electronic
- 5) Name of person, firm, corporation or association erecting, altering or moving said sign – show on plan sheet.
- 6) Written consent of the owner of the land or building on which the sign is to be erected, altered or relocated. – 3 copies, 1 electronic
- 7) Submittal documents for this application type need to incorporate the Design Standards found in Article XIX of Chapter 16 of the Land Use Code. Sign applicants in an existing Planned Development (PD) need to follow sign design guidelines of the approved PD.
- 8) Other information as the Manager of Building Inspector requires to show full compliance with this and all other applicable laws of the Town.
- 9) **\$300 Plan Review Fee, to be paid at time of Application Submittal.**