



**TOWN OF MONUMENT
SIGN PERMIT APPLICATION**

Permit Number: _____

Please fill in the following information, check all boxes that apply, and read conditions below before signing at the bottom. ** A site plan (including actual setbacks and accurate square footage), and sign master plan (if applicable) must accompany this application. Other requirements are subject to Staff review. A business license from the Town of Monument is required.*

Sign Location and Information:

Address (of sign location): _____ **Business Name:** _____

Business License # _____ **(Obtain from Town Clerk)**

Zoning of Property _____ **Is this property part of a multi lot/tenant center?** _____

Number of Signs _____ **Number of Faces** _____ **Building Frontage** _____

Property Owner/Business Owner
Company: _____
Person: _____
Address: _____
City/State/Zip: _____
Phone: _____ **Fax:** _____

Project Contractor Business License # _____
Company: _____
Person: _____
Address: _____
City/State/Zip: _____
Phone: _____ **Fax:** _____

Sign # 1

Sign Details

Dimensions _____
 Square Footage _____
 Height _____
 Color _____
 Setbacks _____
 Materials _____

 Location _____

Type of Sign

Wall Sign
 Projecting Sign
 Under Canopy Sign
 Awning Sign
 Freestanding Sign
 Monument Sign
 Directory Sign
 Subdivision ID Sign
 Change of Copy
 Other _____

Purpose of Sign

Business Identification
 Subdivision Identification
 Shopping Center Identification
 Construction
 Other _____

Sign #2

Sign Details

Dimensions _____
 Square Footage _____
 Height _____
 Color _____
 Setbacks _____
 Materials _____

 Location _____

Type of Sign

Wall Sign
 Projecting Sign
 Under Canopy Sign
 Awning Sign
 Freestanding Sign
 Monument Sign
 Directory Sign
 Subdivision ID Sign
 Other _____

Purpose of Sign

Business Identification
 Subdivision Identification
 Shopping Center Identification
 Construction
 Other _____

General Description of Project

*Signs must comply w/master sign plan/design guidelines.
 All freestanding signs require a pedestal base or 2 columns, 5' of landscaping around sign, and a \$250 cash deposit for landscaping*

Permit Fee: _____ **\$100**
Check # _____ **Date** _____

As applicant, I affirm the information contained in this application is accurate, and I agree to abide by the Monument Municipal Code.

Applicant Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

Town Approval: _____ **Date:** _____