



**TOWN OF MONUMENT  
TEMPORARY 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

**Sign Location and Information:**

**Address (of sign location):** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

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

**Number of Signs** \_\_\_\_\_ **Number of Faces** \_\_\_\_\_

**Does this business have a business license with the Town of Monument?** \_\_\_\_\_

**Property Owner**  
**Company:** \_\_\_\_\_  
**Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Project Contractor**  
**Company:** \_\_\_\_\_  
**Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Sign # 1**

**Sign Details**  
Dimensions \_\_\_\_\_  
Square Footage \_\_\_\_\_  
Height \_\_\_\_\_  
Color \_\_\_\_\_  
Setbacks \_\_\_\_\_  
Materials \_\_\_\_\_  
Location \_\_\_\_\_

**Type of Temporary Sign**  
Banner sign   
Sandwich sign   
Real Estate sign   
Freestanding sign   
Banner Board sign   
Other \_\_\_\_\_

**Purpose of Sign**  
Business ID   
Grand Opening   
Special Event   
Construction   
Real Estate/For Rent   
Other \_\_\_\_\_

**Sign #2**

**Sign Details**  
Dimensions \_\_\_\_\_  
Square Footage \_\_\_\_\_  
Height \_\_\_\_\_  
Color \_\_\_\_\_  
Setbacks \_\_\_\_\_  
Materials \_\_\_\_\_  
Location \_\_\_\_\_

**Type of Temporary Sign**  
Banner sign   
Sandwich sign   
Real Estate sign   
Freestanding sign   
Banner Board sign   
Other \_\_\_\_\_

**Purpose of Sign**  
Business ID   
Grand Opening   
Special Event   
Construction   
Real Estate/For Rent   
Other \_\_\_\_\_

**Date(s) signs to be displayed:** \_\_\_\_\_

**General Description of Project**

**Permit Fee:** \_\_\_\_\_

**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:** \_\_\_\_\_