

# TOWN OF RICO SIGN APPLICATION

**Legal Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Zone District:**  Commercial  Residential  Historic Commercial  
 Mixed Use  Residential Planned  Commercial Planned  
 Open Space  Public Facilities

**Property Owner** \_\_\_\_\_

**Property Owner's Phone Number:** \_\_\_\_\_

**Primary Contact Name and Number for Application:**

\_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

**Description of Project:**  New Construction  
 Permit for Special Sign Design  
 Addition to current sign  
 Remodel/Repair  
 Other

**Date Requested:** \_\_\_\_\_

**Sign Guidelines:** Inspections are required for compliance with sign design regulations outlined in 206.1 – 206.12 of the Rico Land Use Code.

**Call for Inspections at least 3 days in advance.**

**Sign Check List:** *Primary contact; Please initial each*

Sign does not sit on roads or alleys or private property other than the applicant

Sign is illuminated by an external lighting source NOT an internal lighting source.



# **PERMIT FOR SPECIAL SIGN DESIGN**

**According to the Rico Land Use Code Section 206.12, a proposed sign which does not meet the standards in Section 206.1 through 206.11 must first obtain a permit for Special Sign Design from the Board of Trustees**

**Permit Process Checklist: *Primary representative of application please initial***

**Submission of eleven (11) copies of the following;**

**\_\_\_ General information required for all applications;**

- a.) Street address, zone and legal description of the property**
- b.) Site plan and any and all other information necessary to clearly demonstrate the eligibility for the Permit for Special Sign Design Request**
- c.) Application fee \$200.00**

**\_\_\_ A graphic depiction of proposed sign drawn to a minimum scale of 1"= 1'**

**\_\_\_ A description of the materials to be used for the sign**

**\_\_\_ A list of adjacent property owners within fifty (50) feet of the applicant's property**

**\_\_\_ A narrative describing the requested design variances, the applicant's reason for such requested design and applicant's statement why such proposed design is compatible with the general purpose of the sign regulations.**

**Review: The Board of Trustees shall review applications for a Permit for Special Sign Design and shall conduct a public hearing prior to acting on the application.**

**Notice: The applicant shall provide written notice by first class mail to all property owners within fifty (50) feet of the applicant's property in such form as is approved by the Town Planner. Notice of a public hearing by the Board of Trustees shall be posted and published at least ten (10) days prior to such hearing.**

**The applicant must be familiar with the requirements of the Town of Rico Land Use Code. A copy is available at the Town Hall or the Town's Web Site – [www.ricocolorado.org](http://www.ricocolorado.org).**

**Failure to comply with the Town of Rico Land Use Code and Building Inspections are violations of Town Ordinances. Results will lead to penalties and/or other actions.**

**I, \_\_\_\_\_ have read and agree to the requirements of the Town of Rico Land Use Code.**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Print**

**Application Inspection Date:** \_\_\_\_\_

**By** \_\_\_\_\_ **Title:** \_\_\_\_\_

**FOR TOWN USE ONLY:**

Date Application Received: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_ Board of Trustee Action: \_\_\_\_\_

Mailing Notice Complete: \_\_\_\_\_ Application Complete: \_\_\_\_\_

Approved Subject to Following Conditions: