

12/04

SIGN PERMIT APPLICATION

Town of Silt
231 N. 7th Street - PO Box 70
Silt, CO 81652
Phone: 876-2353 Fax: 876-2937

PERMIT NO. _____

ZONE DISTRICT _____

DATE _____

NAME OF APPLICANT _____ PHONE _____

MAILING ADDRESS _____

NAME OF PROPERTY OWNER _____ PHONE _____

MAILING ADDRESS _____

ADDRESS OF PROPOSED SIGN _____

NATURE OF BUSINESS _____

APPLICATION FEE \$35.00 DATE PAID _____ RECEIPT NO. _____

**APPLICATION FEE IS \$70.00 IF SIGNS ARE INSTALLED PRIOR TO OBTAINING A PERMIT **

SUBMITTAL REQUIREMENTS:

- _____ 1. A scaled drawing not less than 1/4" = 1' showing location of proposed sign in relation to all buildings on the site, structures on adjoining property, adjacent streets, all property lines and setbacks.
- _____ 2. A scaled drawing no less than 1/2" = 1' of the proposed sign depicting each sign face, sign message, total sign height above grade, dimensions of each sign face, colors and construction materials.
- _____ 3. Certification that all sign construction and mounting attachments will meet current Town of Silt Building Code requirements.
- _____ 4. A dated, current photograph of the main building frontage from the adjacent public right-of-way.

Identify the following:

What is the zone district (B1, B2, B3?) _____

What is the sign type (wall mounted, freestanding, projecting, etc.?) _____

What is the type and location of sign illumination? _____

What is any required sign landscaping by type, location and planting dimensions? _____

List all existing signs on the property including any preexisting and/or non-conforming signs: _____

BY SIGNING THIS APPLICATION, THE UNDERSIGNED CERTIFIES AND AFFIRMS THAT ALL OF THE SUBMITTED INFORMATION IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. SUBMISSION OF FALSE OR MISLEADING INFORMATION MAY RESULT IN REVOCATION OF ANY PERMIT ISSUED.

SIGNATURE OF APPLICANT _____

DATE _____ CONTACT NUMBER _____

SIGNATURE OF PROPERTY OWNER _____

DATE _____ CONTACT NUMBER _____

For Office Use Only:

RECORD OF DECISION OF SIGN PERMIT APPLICATION

_____ APPROVED

_____ APPROVED WITH CONDITIONS

CONDITIONS OF APPROVAL _____

_____ DENIED

BASIS OF DENIAL _____

DECISION BY _____

TITLE _____

DATE _____

ADDITIONAL COMMENTS _____

TOWN OF SILT LAND USE APPLICATION

Entire application must be filled out. **Owner** must sign application.

- 1) Each type of land use application has a basic application fee, which includes a specific number of review hours, per §2.44.065. In addition to the minimum application fee, the applicant will also be charged the **actual** review costs for outside professional services for review of the application, plus a 15% administrative fee. Therefore, the applicant will receive bills from the Town of Silt for reimbursement for the professional and town services that are required for review of the application. The following rates apply: Community Development Director - \$60/hr; Public Works Director - \$75/hr; Town Administrator - \$85/hr. (Please see §2.44.065 for further detail).
- 2) Land use applications may be complex, and the applicant may require the use of an attorney or other professional, in preparing the application.
- 3) A 3-½ inch GIS diskette, compatible with the Town of Silt Consultant GIS system, must be submitted before final recording of land use action. Mylars will not be signed prior to submittal of GIS disk. (For GIS information, call Dave Kotz or Louis Meyer at Schmueser Gordon Meyer Consulting Engineers & Surveyors – 945-1004)
- 4) The applicant is responsible for all recording costs with Garfield County Clerk and Recorder (when necessary). Please do not print Final Plat Mylars until you receive approval by Town staff.
- 5) Incomplete applications **will not** be reviewed.

APPLICATION TYPE

FEE

DATE SUBMITTED

ANNEXATION	\$1,200	_____
MAJOR SUBDIVISION SKETCH PLAN	\$ 400	_____
MAJOR SUBDIVISION PRELIM PLAN	\$ 800	_____
MAJOR SUBDIVISION SKETCH/PRELIM PLAN	\$1,200	_____
MAJOR SUBDIVISION PRELIM/FINAL PLAN	\$1,200	_____
MAJOR SUBDIVISION FINAL PLAN	\$ 400	_____
PLANNED UNIT DEVELOPMENT SKETCH PLAN	\$ 400	_____
PLANNED UNIT DEVELOPMENT PRELIM PLAN	\$ 800	_____
PLANNED UNIT DEVELOPMENT FINAL PLAN	\$ 400	_____
SPECIAL USE PERMIT	\$ 250	_____
VARIANCE	\$ 250	_____
ZONING OR REZONING	\$ 400	_____
BOUNDARY ADJUSTMENT	\$ 250	_____
SUBDIVISION EXEMPTION (SKETCH & FINAL)	\$ 250	_____
RE-SUBDIVISION FINAL PLAN	\$ 250	_____
MOBILE HOME OR RV PARK (PUD OR SUP)	\$ TBD	_____
EASEMENT AGREEMENT	\$ 400	_____
VACATION OF RIGHT-OF-WAY	\$ 400	_____
ADA AMENDMENT	\$ 400	_____
SIA AMENDMENT	\$ 400	_____
IGA AMENDMENT	\$ 400	_____
SITE PLAN REVIEW	\$ 500	_____
SIGN PERMIT	\$ 35	_____