

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6491 Fax: 970-665-6402



SIGN APPLICATION FORM

STAFF USE ONLY

Application received: _____ (date) Application complete: _____ (date)

Fees: _____ Deposits: _____ Case Number: _____

Sign Type (check all that applies):

- Freestanding Roof Suspended /Projecting Wall
- Banner Fence Parapet
-
- Commercial Institutional Residential

Property Information:

Address: _____ Zone District: _____

Proposed Signage: Valuation: _____

Text: _____

Square Footage: _____ Type of illumination: _____

Existing Signage: YES / NO

Square Footage: _____ Sign Type(s): _____

Project Team Information (fill in all that apply) (add additional sheets if needed)

Applicant / Business Owners(s):

Name: _____ Phone: _____

Company: _____

Mailing Address: _____

Proof of Liability Insurance: _____
(Per Rifle Municipal Code Section 16-8-30 (b5))

Authorized Representative / Sign Contractor:

(Per Rifle Municipal Code Section 1-8-80 (2))

Name _____ Phone: _____

Company: _____

Mailing Address: _____

Contractor License # for the City of Rifle: _____

Sign Plan:

- a) Please show design of proposed sign with a) text, b) dimensions, c) height to lowest portion of sign, d) height of tallest portion of sign, e) type of illumination and f) fabrication specifications
- b) Plans may be submitted on separate page(s) / Submittals must be 8.5" X 14" or folded to that or smaller size

Sign Plan:

- Please show layout of property with a) property boundary dimensions, b) location of proposed signage, c) location of existing signage, d) distance from property boundary to sign location, e) location of street frontage with street name labeled, f) location of existing buildings
- Plans may be submitted on separate page(s) / Submittals must be 8.5" X 14" or folded to that or smaller size
- Plans must be drawn to scale.

- Please submit **one original** completed application with original signature and **one copy** of the entire application.
- Incomplete applications will not be accepted and will delay processing.
- All documents, plans, etc submitted shall be no larger than 8.5" x 14" in size or folded to that or smaller size.

Applicant (Print Name)

(Signature)

(Date)