

**PARK COUNTY APPLICATION FOR  
PERMANENT SIGN PERMIT  
NON-REFUNDABLE APPLICATION FEE: \$100**

A Permanent Sign Permit is processed by the Planning Department Staff. A public meeting is not required.

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff. Following the acceptance of the complete application the applicant must submit **two (2) collated copies** to the Park County Planning Department.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4292, e-mail [planning.zoning@parkcountyco.gov](mailto:planning.zoning@parkcountyco.gov), fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

**A. APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone

(work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

Owner's

Name: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Permanent Sign Permit (attach additional page, if necessary):

\_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Property's Total Acreage: \_\_\_\_\_

Current Zone District of Property: \_\_\_\_\_

<b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
--

**Requirements for a Permanent Sign Permit  
Article V, Division 8, Section 5-805, 806 and 807**

**For County  
Use  
Only:**  
Initial Receipt of  
the Required  
Information

**C. APPLICATION REQUIREMENTS**

1. Application Fee. An application fee in the amount of \$100 must be paid at the time of submission of the application. Make the check or money order to: Park County Planning Department. The fee pays for a portion of the total cost to the County to process the application. Any associated fee that may occur is the applicant's responsibility.
2. Tax receipt showing payment of current taxes for the property proposed for the Permanent Sign Permit. This can be obtained at the Park County Treasurer's office.
3. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
4. A Site Plan shall be submitted with the application. The plan shall be drafted at a commonly used engineering scale. The plan shall show or illustrate:
  - a. Location of all structures on the property; and,
  - b. Location of all public rights-of-way, easements, utility equipment, and traffic control devices and signs; and,
  - c. Location of proposed sign(s), with setbacks and distances to nearest structures shown.
5. A scale drawing of the proposed sign shall be submitted with the application. The drawing shall show or illustrate:
  - a. Dimensions, colors, and content indicated; and,
  - b. If the proposed sign is to be illuminated, the light source shall be included in the drawings along with all technical specifications as per Article V, Division 7, Section 5-709 of these Land Use Regulations.
6. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).
7. Any other studies, reports, plans, or drawings that are judged necessary by the Planning Director to ensure compliance of the Permanent Sign Permit as described in Article V, Division 8 of these Land Use Regulations.

(1.) \_\_\_\_\_  
  
(2.) \_\_\_\_\_  
  
(3.) \_\_\_\_\_  
  
(4a.) \_\_\_\_\_  
(4b.) \_\_\_\_\_  
  
(4c.) \_\_\_\_\_  
  
(5a.) \_\_\_\_\_  
(5b.) \_\_\_\_\_  
  
(6.) \_\_\_\_\_  
  
(7.) \_\_\_\_\_

***Note: Refer to Park County Land Use Regulations Article V for Authorized Permanent Signs and Design Standards.***

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner hereby verifies and affirms that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: \_\_\_\_\_  
Print name: \_\_\_\_\_  
If company, state Title/Position: \_\_\_\_\_

**E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION**

This application was submitted to the Park County Planning Department on the following date and time:

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year

<p><b>For County Use Only:</b> Verification of Date of Delivery and County Receipt of Application Date: _____ Print Name: _____</p>
---

Payment of the Applicant Fee was made by:

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

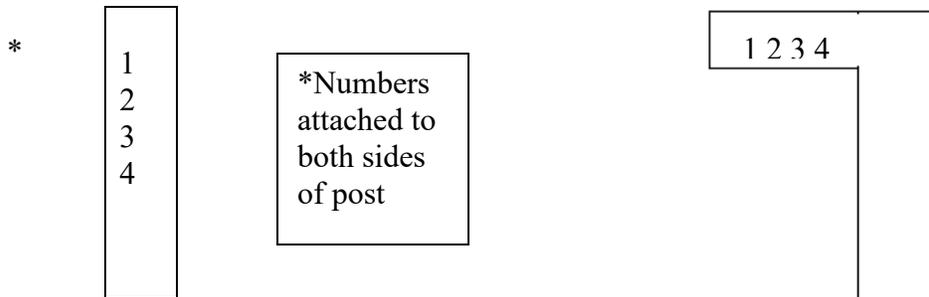
**“POSTED” ADDRESS REQUIREMENTS**

Park County Land Use Regulation  
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.

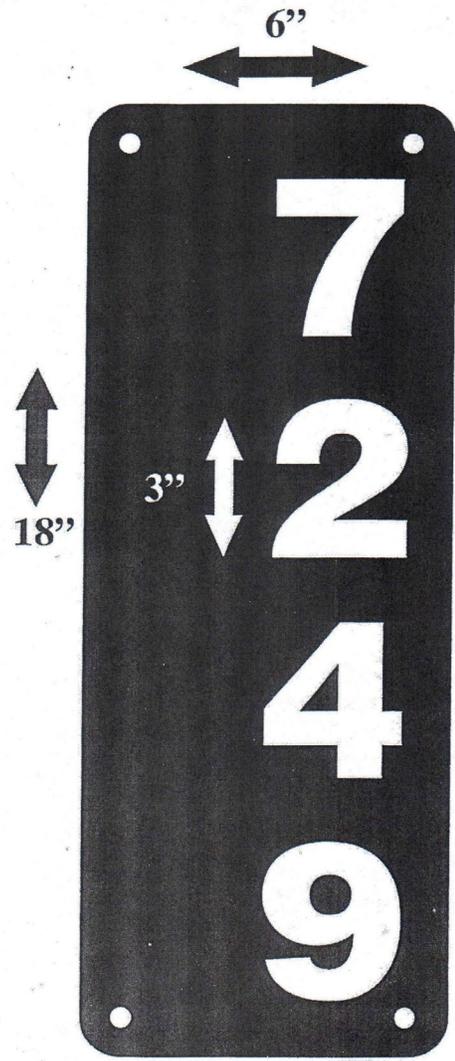


Note: Contact your local Fire Protection District for signage information  
Type of Sign specifications for numbers is attached.

# SIGN SPECIFICATIONS

Standard Size - 6" x 18"

Standard Color – Green Background with White Reflective Numbers



4 Holes for Easy Mounting

Rounded Corners For Safety