



1100 37<sup>th</sup> Street  
Evans, CO 80620

# Sign Permit Application Permanent Signs

Fax: (970) 330-3472  
Phone: (970) 475-1118  
Utility Locates: 811

### Applicant Contact Information:

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address City/State/Zip

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

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**Permanent Signs:** See Chapter 19.45 for definitions and restrictions.

Indicate number proposed below:

- |   |                               |
|---|-------------------------------|
| _____ Wall sign(s) – Include length of wall<br>frontage(s) on attached diagrams | _____ Awning sign(s)          |
| _____ Freestanding sign(s) – Include lot<br>frontage(s) on attached diagrams    | _____ Canopy sign(s)          |
|   | _____ Changeable copy sign(s) |
|   | _____ Projecting sign(s)      |
|   | _____ Suspended sign(s)       |

Lighted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how? (Internally/Externally) \_\_\_\_\_

New electrical connection? Yes \_\_\_\_\_ (Separate permit required) No \_\_\_\_\_

Valuation of Work (materials and labor, excluding electrical): \_\_\_\_\_

**Attach two color copies of drawings of proposed signs, including all dimensions and total area, along with photo, map, elevation, or diagram showing proposed location(s). For freestanding signs the lot frontage is needed; for wall signs the building frontage of the unit is needed.**

Office Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Name & Date Reason for denial

Permit Fee (for permanent signs): \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

Wall signs.

1. Type. Wall signs shall be planar in type, except that individual letters may project up to 24 inches from the background of a sign. Channel-letter signs are encouraged to be used rather than cabinet signs.
2. Size. The sign face area for each sign shall not exceed 200 square feet. The total maximum allowable sign face area for each business shall be a factor of the primary building frontage and the functional classification of the primary street frontage, as determined in the Evans Transportation Plan, not exceed the following:

Primary Street Frontage Classification	Sign Face Area (square feet)
Local street	75% of primary building frontage
Collector street	100% of primary building frontage
Arterial street	125% of primary building frontage
U.S. highway or highway frontage road	150% of primary building frontage

For example, a business in a multi-tenant center that leases 40 feet of primary building frontage in a building located next to an arterial street is allowed 50 square feet of wall sign face area (40 feet times 1.25).

Painted wall signs that do not contain the logo, trademark, or name of the business and are not meant to advertise a product or service, but are rather decorative or artistic in nature, do not have a size limitation, as determined by the Director of Public Works/Planning.

3. Quantity. One primary wall sign and up to three accessory wall signs per business per wall shall be allowed as long as the area of all sign faces does not exceed the maximum allowable sign face area.
4. Location. Wall signs shall be located upon the façade of the unit(s) owned or leased by the subject business and shall not be located on accessory structures.
5. Lighting. Wall signs facing residential property within 100 feet of the sign shall not be internally illuminated between the hours of 10:00 p.m. and 6:00 a.m.

Freestanding signs.

1. Type.
  - a. Freestanding signs on properties abutting a U.S. highway, West Service Road, or 8th Avenue shall only be of the following types:
    - monument signs
    - pylon signs
    - post and panel signs
    - pole signs
  - b. Freestanding signs on all other properties shall only be of the following types:
    - monument signs
    - pylon signs
    - post and panel signs
    - signs mounted on at least two poles less than two feet in height as measured from the surrounding grade to the bottom of the sign
  - c. Freestanding signs may be planar or nonplanar in type.
2. Size.
  - a. The maximum area of any sign face shall be 125 square feet, unless otherwise stated herein.

(Continued)

- b. Where single-family and two-family dwellings are the principal use, signs shall not exceed six feet in height and 32 square feet in sign face area. Where multifamily dwellings are the principal use, signs shall not exceed eight feet in height and 64 square feet in sign face area.
- c. The total sign face area of all freestanding signage for nonresidential property shall be a factor of the functional classification of the primary street frontage, as determined in the Evans Transportation Plan, and the primary street frontage, not to exceed the following:

Primary Street Frontage Classification	Maximum Sign Face Area (square feet)
Local street	100% of primary street frontage (150 square feet maximum)
Collector street	115% of primary street frontage (300 square feet maximum)
Arterial street	125% of primary street frontage (450 square feet maximum)
U.S. highway or highway frontage road	150% of primary street frontage (600 square feet maximum)

- d. Regardless of lot frontage, properties on local streets shall be allowed at least 32 square feet of freestanding sign face area; properties on collector streets shall be allowed at least 50 square feet of freestanding sign face area; and properties on arterial streets and U.S. highways shall be allowed at least 64 square feet of freestanding sign face area. For properties that adjoin two streets with different classifications, the higher classification shall be used.
3. Height.
    - a. The maximum height of any freestanding sign on nonresidential property abutting a U.S. highway, West Service Road, or 8th Avenue shall be 25 feet, except that for a sign set back at least 35 feet from the right-of-way, the maximum height shall be 35 feet.
    - b. The maximum height of any freestanding sign on nonresidential property not abutting a U.S. highway, West Service Road, or 8th Avenue shall be 12 feet, except that for a sign set back at least 16 feet from the right-of-way, the maximum height shall be 16 feet.
  4. Quantity. The maximum number of freestanding signs per lot is one per street frontage. The maximum number of individual sign cabinets per freestanding sign is three.
  5. Setback. The minimum setback for a freestanding sign shall be 10 feet from the nearest flowline of any street, or greater if necessary for the sign to be located on-site.
  6. Separation. Freestanding signs shall be located at least 50 feet from other freestanding signs on adjoining lots and at least 250 feet from other freestanding signs on the same lot. The intent of this provision is to reduce cluttering and increase visibility of freestanding signs along roadways, not to prevent any business from erecting a freestanding sign. Where it is not possible or practical to maintain the above separation, a freestanding sign shall be located the maximum distance possible or practical from other freestanding signs, as approved by the Director of Public Works/Planning.

NOTE: For freestanding, multi-tenant or subdivision signs, a Comprehensive Sign Program is required to be approved by the Planning Commission. See section E of 19.45.080 of the Municipal Code.

#### Awning signs.

1. Type. Awning signs shall be planar in type.
2. Size. Awning signs shall count toward the allowable wall sign face area. The sign face area of an awning sign shall not exceed the area of the face of the awning where the sign is to be placed.
3. Quantity. One sign containing the name and/or logo of the business, or primary service offered such as “dry cleaning,” per awning is allowed. For multi-tenant buildings with multiple awnings, one awning sign per business shall be allowed.
4. Location. An awning sign shall only be placed on an on-site awning and shall not extend past the awning on any side.

#### Canopy signs.

1. Type. Canopy signs shall be planar in type.
2. Size. Canopy signs shall count toward the allowable sign face area for wall signs. The sign face area of a canopy sign shall not exceed the area of the face of the canopy where the sign is to be placed.
3. Quantity. One sign containing the name and/or logo of the business, or primary service offered such as “fuel,” per side per canopy is allowed. For multi-tenant buildings with multiple canopies, one canopy sign per business shall be allowed.
4. Location. A canopy sign shall only be placed on an on-site canopy and shall not extend past the canopy on any side.

#### Changeable copy signs.

1. Type. Changeable copy signs shall be planar in type.
2. Size. Changeable copy sign face area shall not exceed 32 square feet and shall count toward the allowable sign face area for wall signs or the allowable sign face area for freestanding signs.
3. Quantity. No more than one internally illuminated changeable copy sign is allowed per business, not including menu boards for restaurants.

#### Projecting signs.

1. Type. Projecting signs shall be planar in type.
2. Size. Projecting sign face area shall not exceed 16 square feet per sign face and shall not project more than five feet from a wall.
3. Quantity. No business or other establishment shall be allowed more than one projecting sign.
4. Location. Projecting signs shall be located in accordance with all provisions of this chapter.

#### Suspended signs.

1. Type. Suspended signs shall be planar in type.
2. Size. Suspended sign face area shall be calculated as part of the allowable wall sign face area.
3. Quantity. One suspended sign is allowed per business.
4. Location. Suspended signs shall be permanently and securely affixed under a canopy, roofline, or similar permanent structure. The clearance shall not be less than eight feet above grade. No portion of the sign shall extend beyond any canopy, roofline, or similar structure supporting the suspended sign.