City of Englewood
Sign Permit Application

PERMIT # _____

Site Address: _____

Business/Tenant Name: _____

Owner Name: _____

Owner Address: _____

Contractor Name: _____

Contractor Address: _____

Phone: _____   Fax: _____

E-Mail: _____

City License No: _____   Valuation: _____

I certify that all information listed hereon is accurate, to the best of my knowledge, and understand that any misrepresentation may result in the suspension or revocation of any permit issued, or the denial of the issuance of a permit.

Signature of Applicant: _____

Print Signature: _____ Date: _____

Submittal Requirements: Along with this completed application please submit **2** of each of the following:

☐ Site Plans, dimensioned and drawn to scale containing:
  ☐ North arrow   ☐ Scale   ☐ Adjacent streets   ☐ Building foot print
  ☐ Street frontage (building frontage for multi-use properties,
  ☐ Location of all existing (use corresponding E# from Worksheet)
  ☐ location of all new signs (use corresponding N# from Worksheet)
☐ Elevation Drawing: Sign location and dimensions (dimensioned photo simulations may be accepted).
☐ Illumination: ☐ Yes (Submit lighting specifications)
☐ Electronic Message Displays (Submit manufacturer's specifications and cd/m2 rating)

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1-800-922-1987

Note: This application is a review of signs for zoning compliance to *16-6-13: Signs*
of the Englewood Municipal Code. Depending on sign type, separate
Electrical and/or Building Permits may be required.

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Section 1: Site Info	Address: _____ Zone District: _____

Section 1: Site Info

Address: _____   Zone District: _____

Property Type: ☐ Interior Lot   ☐ Corner Lot

☐ **Single Use** (on the site – use this column)	☐ **Multiple Uses** (on the site – use this column)
Street Frontage: _____ feet	Building frontage (of subject use): _____ feet
Does the subject use have existing signs? ☐ Yes ☐ No	Does the subject use have existing signs? ☐ Yes ☐ No

Section 2: Allowed Number of signs

If the total **STREET** frontage is:	Number of Allowed Principal Signs*	If the **BUILDING** frontage of the individual use is:	Number of Allowed Principal Signs
Up to 150'	3	Up to 150'	3
More than 150' and up to 300'	4	More than 150' and up to 300'	4
More than 300'	5	More than 300'	5

*Single Uses with more than 2 street frontages are allowed 1 additional sign beyond what is allowed above.

Section 3: Allowed Sign Area

Calculate the allowed sign area below:

1. Enter the amount of **STREET** frontage that falls into each range and multiple by the corresponding factor:

   < 100':   _____ x 2.0   = _____
   > 100' to ≤ 250': _____ x 1.25 = _____
   > 250':   _____ x 0.6   = _____

2. Add the calculations from above to get the allowed sign area: _____ sf*

* If the sum of the calculations is less than 100, the total allowed sign area is rounded up to 100 square feet

Calculate the allowed sign area below:

1. Enter the amount of **BUILDING** frontage that falls into each range below:

   ≤ 100': _____ x 2.0   = _____
   > 100': _____ x 1.0   = _____

2. Add the calculations from above to get the allowed sign area: _____ sf*

* If the sum of the calculations is less than 100, the total allowed sign area is rounded up to 100 square feet

Section 4: Existing Signs

(Complete the form below and indicate the location of each **existing** sign by # on attached site plan)

Sign #	Sign Type	Dimensions	Sq. Ft.	Sign to Remain
E-1				☐ Yes ☐ No
E-2				☐ Yes ☐ No
E-3				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

Total Area of Remaining **Existing Signs**: _____ sf

Section 5: New Signs

1. Calculate the available sign area for new signs:
   Subtract: **Existing** sign area (Section 4) from **Allowed** sign area (Section 3, #2): _____ sf

2. Complete information for each signs below (indicate by # the location each new sign on site plan)

Sign #: N-1

Sign Type:
☐ Awning   ☐ Canopy   ☐ Ground
☐ Marquee   ☐ Projecting (Blade)   ☐ Roof (Mansard only)
☐ Suspended   ☐ Wall   ☐ Window

Sign Material:

Illuminated: ☐ Yes (If yes, submit specs)   ☐ No

Sign Dimensions: Total Square Footage:

Additional Information:

Sign #: N-2

Sign Type:
☐ Awning   ☐ Canopy   ☐ Ground (☐ Pole or ☐ Monument)
☐ Marquee   ☐ Projecting (Blade)   ☐ Roof (Mansard only)
☐ Suspended   ☐ Wall   ☐ Window

Sign Material:

Illuminated: ☐ Yes (If yes, submit specs)   ☐ No

Sign Dimensions: Total Square Footage:

Additional Information:

Sign #: N-3 *

Sign Type:
☐ Awning   ☐ Canopy   ☐ Ground
☐ Marquee   ☐ Projecting (Blade)   ☐ Roof (Mansard only)
☐ Suspended   ☐ Wall   ☐ Window

Sign Material:

Illuminated: ☐ Yes (If yes, submit specs)   ☐ No

Sign Dimensions: Total Square Footage:

Additional Information:

(*Attach additional sheets if more than 3 signs are proposed)