



42 Valley Crescent  
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TOWN OFFICE USE ONLY

Date Received: 1/24 By: JC  
 Payment #: over Fee: \$100-  
 Approved By: \_\_\_\_\_  
 Denied Date: \_\_\_\_\_

2/21

**TOWN OF PALMER LAKE  
 SIGN PERMIT APPLICATION**

The following application is pursuant to Municipal Code Chapter 14.50 and must be completed for all types of signage in the Town of Palmer Lake. The application fee is \$100.00, which includes a nonrefundable \$15.00 fee for application processing, regardless of approval, denial, or applicant withdrawal.

The following documents must be submitted for this application to be considered:

- Completed Sign Permit Application
- Applicable fees
- Sketch of sign, including colors, dimensions, wording, and specific location of sign

This application and all required associated documents shall be submitted to the Town of Palmer Lake prior to scheduling before the Planning Commission. The Planning Commission meets monthly on the third Wednesday. Submission of application does not guarantee approval.

*Note: A minimum of 10 days is required to process this application.*

**APPLICANT/BUSINESS OWNER INFORMATION**

Business Name/Owner: Mountain Paws Grooming LLC / Melissa Pogue

Phone: 719-322-8469 Email: m.shive@hotmail.com

Street Address: 628 CO-105 City: Palmer Lake State: CO Zip: 80133

Legal Address: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Mailing Address (if different than physical location): 4060 Doolittle Rd.

City: Monument State: CO Zip: 80132

Applicant Name (if other than owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGN & FEE INFORMATION**

The fee for this application is \$100.00. If requesting more than one sign, a separate application must be completed for each sign.

A sketch of the intended sign, including colors, dimensions, and location of the building or structure to which the sign will be attached, must be included with this application.

**TYPE OF SIGN (check all that apply):**

Double-Faced  
 Projecting

Free-Standing  
 Single-Faced

Multi-Faced  
 Wall-Mounted

**SIGN CATEGORY (check all that apply):**

Business  
 Marquee  
 Temporary Sign

Comprehensive Sign Plan  
 Master Plan  
 Other: \_\_\_\_\_

Directory Sign  
 PUD Sign

Sign Wording: Mountain Paws Grooming (Around a pawprint)  
(47" circle size)

Specific Location of Sign: Right above front door on store front.

Dimensions of Sign: L 47 x W circle x H \_\_\_\_\_ Dimensions of Sign Structure: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

Colors: Blue & white Materials: Alupanel

Will sign be illuminated?  Yes  No If yes, describe: \_\_\_\_\_

How will the sign be mounted/affixed? Bolting ~~into~~ it to iron framework.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS.

Melissa Poque

Signature

Melissa Poque

Printed Name

11/13/23

Date

**TOWN OFFICE USE ONLY**  
Scheduled PC meeting date: \_\_\_\_\_

