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TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Payment #: _____	Fee: \$ _____
<input type="checkbox"/> Approved	By: _____
<input type="checkbox"/> Denied	Date: _____

## 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: El Paso County Signs (DBA, Pinnacle Signs and Graphics)

Phone: (719) 597-0601 Email: office@pinnaclesigns.org

Street Address: 2275 Waynoka Rd, Ste L City: Colorado Spring State: CO Zip: 80915

Legal Address: Lot(s): Same as above Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Mailing Address (if different than physical location): Same as above

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

Applicant Name (if other than owner): 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                       Free-Standing                       Multi-Faced
- Projecting                               Single-Faced                               Wall-Mounted

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

- Business                               Comprehensive Sign Plan                       Directory Sign
- Marquee                               Master Plan                               PUD Sign
- Temporary Sign                       Other: \_\_\_\_\_

Sign Wording: SecurCare-see attached documents

Specific Location of Sign: North Facade-see attached documents for location and sizes

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

Colors: black, red and white Materials: \_\_\_\_\_

Will sign be illuminated?  Yes  No                      If yes, describe: (1) CABINET, (2) CHANNEL LETTER SIGNS

How will the sign be mounted/affixed? mounted to building with bolts and backer plates

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.

Kara D Knott  
Signature

Kara D Knott  
Printed Name

5/7/2024  
Date

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