



42 Valley Crescent  
 PO Box 208  
 Palmer Lake, CO 80133  
 Phone: (719) 481-2953  
 Fax: (719) 488-9305  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

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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 & Graphics

Phone: 719-597-0601 Email: office@pinnaclesignsinc.com

Street Address: 2275 Waynoka Road City: Colorado Springs State: CO Zip: 80915

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

Mailing Address (if different than physical location): \_\_\_\_\_

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

Applicant Name (if other than owner): Doug Higgins (Customer's address is placement of signage)

Phone: (719) 331-9335 Email: dsh@timbernorth.com

Street Address: 613 & 615 County Line Road City: Palmer Lake State: CO Zip: 80132

**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: Multi tenant panels on a monument, please see graphics

Specific Location of Sign: 613 & 615 County Line Road, see site map for footprint

Dimensions of Sign: L 60" W 4 x H 111" Dimensions of Sign Structure: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

Colors: black, white and red Materials: Metal posts and maxmetal faces

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

How will the sign be mounted/affixed? Welded metal posts with maxmetal faces, posts set into concrete

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

12/8/2025  
Date

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