



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

TOWN OFFICE USE ONLY

Date Received: 5/27/25 By: Town
Payment #: CC Fee: \$ 100.00
☐ Approved By: _____
☐ 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: Rock House Ice Cream Candy and More

Phone: 719488-6917 Email: rockhouseicecreamcandyandmore@gmail.com

Street Address: 24 hwy 105 City: palmer lake State: co Zip: 80133

Legal Address: Lot(s): _____ Block: _____ Subdivision: _____

Mailing Address (if different than physical location): PO box 111

City: palmer lake State: co Zip: 80133

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 | ☒ 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: <u>Directional Sign</u> | |

Sign Wording: Entrance / Exit / Large vehicle / Handicap

Specific Location of Sign: See diagram

Dimensions of Sign: L 18^{18x18} x W 24 x H _____ Dimensions of Sign Structure: L 4 x W 4 x H 3.5

Colors: red / cream Materials: high grade aluminum

Will sign be illuminated? ☐ Yes ☒ No If yes, describe: _____

How will the sign be mounted/affixed? attached to 4x4 posts w/ black caps.

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.


Signature

Jeff Goldman
Printed Name

05/27/2025
Date

TOWN OFFICE USE ONLY

Scheduled PC meeting date: 6/3 ?

Dawn Collins

From: Jeff Goldman <rockhouseicecreamcandyandmore@gmail.com>
Sent: Wednesday, May 28, 2025 5:39 PM
To: Dawn Collins; Rockhouseicecreamcandyandmore
Subject: Re: Signs

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Hello Dawn,

They are 18 X 24 inches for the entrance and exit and 18 x18 inches for the ones around back.

They will be attached to 4x4 pressure treated posts with black caps. Signs around the building will be 42 inches high and front entrance exit signs will be 6 foot high so my flags can be on them (same as now).

They are made of high-grade aluminum and are coated with 3M to protect from fading etc.

Let me know if you need anything further.

Thanks,

J

From: Dawn Collins <dawn@palmer-lake.org>
Sent: Wednesday, May 28, 2025 5:23 PM
To: Rockhouseicecreamcandyandmore <rockhouseicecreamcandyandmore@gmail.com>
Subject: Signs

Hello,

I am confirming the receipt of the application; however, wanted to check the material of the signs – please reply at your earliest, thank you.

Also, is the size of all signs 18x24? Please confirm size(s). Will they each be affixed to your property? Explain installation please, thanks.

Dawn A. Collins, CMC
Town Administrator/Clerk



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☐ replace current
Entrance Signs

☐ replace current
Entrance Signs

☐ replace
current
Handicap Sign

remove All
Existing Large
Vehicle Signs

☐ Add New
Large
Vehicle

☐ replace existing Exit

☐ Add new Exit Sign

