



TEMPORARY LARGE SIGN REVOCABLE PERMIT APPLICATION
for signs to be located in City rights-of-way

Large temporary signs include any sign larger than six square feet placed within the public right-of-way. These signs require review by Planning & Community Development and permission of the adjacent property owner.

Applicant: _____ Contact Name: _____

Telephone: _____ Fax: _____ Email: _____

Mailing Address: _____
Street City State Zip

Candidate, ballot issue or business to be promoted on sign: _____

Fees:

An application review fee will be required to accompany this application (checks payable to City of Colorado Springs).

The fee schedule is as follows:

Temporary Sign Revocable Permit Application	\$40.00 per application Maximum (10) Large Signs per application	Sign Quantity: _____
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Any temporary sign to be placed within the right-of-way must have an approved revocable permit prior to placement of the sign. If the temporary sign is not approved prior to placement, it may be removed without notice.

Application Authorization:

I (we) understand that if this Revocable Permit is granted by the Mayor or their designee, I (we) will be required to comply with all provisions in accord with the Use and Occupancy of Public Property in the Code of the City of Colorado Springs, 2001 as amended. I (we) agree to be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify and save harmless the City, its Enterprises and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agents, or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action or claim and pay any judgment with costs, which may be obtained against the City, its Enterprises, its officers, employees or agents growing out of injury or damage. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements.

I (we) understand and agree to abide by the temporary sign regulations as included with this Revocable Permit application.

Applicant Signature _____ Print Name _____ Date _____

This application along with a site plan and/or aerial map for the property showing the location of each proposed sign is required to be submitted to the City of Colorado Springs, Development Review Enterprise located at 2880 International Circle, Suite 200-7, Colorado Springs, CO 80910-3148. An application must be completed in full and accompanied by the following information:

SITE PLAN REQUIREMENTS:

The Applicant is required to submit a completed site plan which contains all of the information set forth below:

<u>Applicant</u>		<u>Planner</u>
_____	1. Name of the public rights-of-way to be used for sign placement.	_____
_____	2. Location and size of each proposed sign/s	_____
_____	3. Consent from the adjacent property owner where the sign will be located	_____
_____	4. Plan image or graphic depiction of the proposed sign/s	_____

FORMAL REVIEW TIME PERIOD:

The administration review procedure for the initial permit submittal will take approximately three to five (3-5) days to complete. Any signs added after the initial permit issuance will be subject to additional review time periods.

FINAL DISPOSITION:

APPROVAL:

After completion of the Revocable Permit review, the reviewing planning staff member will contact the applicant and notify them of the approval and/or denial of the requested sign location.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant that will clearly specify all of the reasons for denial.

APPEALS:

The Administration decision of the planning staff member to approve or deny an application for a Revocable Permit may be appealed to the City Council within ten (10) days from the date of the administration decision. The appeal must be in writing and specify briefly the grounds for the appeal.

REVOCABLE PERMIT REVIEW CRITERIA:

Applications for a Revocable Permit must meet all of the criteria listed in the City code before an application can be approved by Land Use Review.

Land Use Review:		
Representative: _____		
Approval	Denial	Date: _____
Conditions/Reasons: _____		

SIGNS MAY BE PLACED UP TO (90) DAYS PRIOR TO ELECTION AND MUST BE REMOVED NO LATER THAN (14) DAYS AFTER ELECTION DAY.