



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

SIGN PERMIT APPLICATION

Project Name _____

Project Address and Legal Description _____

Owner/Address _____

Sign Contractor/Address _____

Sign Erector/Address _____

Date Submitted _____ Fees Submitted _____

Provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-7-104 of the Mead Town Code.

1. Legible site plans which include the specific location of the sign and setbacks to adjacent property lines and buildings;
2. A detailed drawing indicating the dimensions, materials, and colors of the proposed sign structure. A certification by a registered professional structural engineer may be required by Staff for a freestanding or projecting sign;
3. A graphic drawing or photograph of the sign copy;
4. A description of the lighting to be used, if applicable;
5. Proof of public liability insurance covering freestanding signs and projecting wall signs;
6. If the sign is to be located off the premises, a written lease or permission from the property owner of the site on which the sign will be located.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s) Date

Applicant(s) Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Sign Permit Review Criteria. The following review criteria will be used by the Town to evaluate all sign permit applications:

_____ Sign meets the requirements of the Code;

_____ Sign conforms to the requirements of the building and electrical code;

_____ Sign conforms to the size, height, material and location requirements of the Zoning Code for the zoning district in which it is located;

_____ Sign would not interfere with pedestrian or vehicular safety;

_____ Sign would not detract from the character of an architecturally significant or historic structure;

_____ Sign would not be located so as to have a negative impact on adjacent properties;
and

_____ Sign would not detract from the pedestrian quality of street or area.