



## Temporary Sign Permit Application

### Site Information (Required)

Business Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Assessor's Parcel ID (If a vacant parcel): \_\_\_\_\_

### Property Owner/ Landlord Information (Required)

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Contractor Information – (If Applicable)

Contractor: \_\_\_\_\_ Contractor License No: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Requirements

Please submit with this application **one (1)** copy of a site plan or survey. The diagram will show the site property boundaries (property lines), all structures on the site property, all structures on adjacent lots, all rights-of-way and easement locations, and the proposed location of the temporary sign on the property. Also submit conceptual drawings for the proposed temporary signage, detailing the size and material of the sign(s).

**It is the responsibility of the Applicant to verify all locations of property lines, rights-of-way, and easements when applying for a sign permit. NOTE: The location of a property line is most often NOT along a sidewalk or curb.**

If submitting through email, send to [signpermit@centennialco.gov](mailto:signpermit@centennialco.gov). Please put "New Sign Application" in the subject line. **See the 'Temporary Signage Information Guide' for specific regulations on all types of temporary signage.**

Guide available at [www.centennialco.gov](http://www.centennialco.gov).

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Sign Details	Sign Size (Sq. Ft.)	Sign Value (labor + materials)	Sign Material	Single or Multi-Tenant Building	Date To Be First Displayed	Number of Days To Be Displayed
Temporary Sign						

Please Provide a Sketch of the Proposed Temporary Sign

### Acknowledgements and Signature

I certify that I have read this application and state that the above information is correct, and agree not to start sign installation until this application has been approved and I have received and signed my City of Centennial permit. I certify that I have authority to request and sign for this permit as, or on behalf of, the property owner. I agree to comply with the laws of the State of Colorado and the zoning regulations and building code of the City of Centennial, and any violation of these will cause immediate revocation of the sign permit.

Applicant Name: \_\_\_\_\_ Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Landlord Name: \_\_\_\_\_ Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

<b>Staff Use Only</b>		
Case No.:	Approved:	Yes
Case Reviewer:		No
Zone Classification:	Reviewer Initials:	
Date of First Display:	Date Reviewed:	
<b>Date to be Removed:</b>	Reviewer Name:	