



## **PERMIT – BANNER, WIND SIGN, INFLATABLE SIGN**

**CITY OF GLENWOOD SPRINGS**

**COMMUNITY DEVELOPMENT DEPARTMENT**

101 W. 8<sup>TH</sup> STREET

GLENWOOD SPRINGS, CO 81601

970-384-6411 FAX: 970-945-8582

### **Permit Fee: Free**

#### **Purpose of Sign** (Check all that apply)

- Grand Opening, New Business (See Stipulations under **Section I** below)
- Special Sale Event, Promotions, or Sale/Leasing Property (See Stipulations under **Section II** below)
- Temporary Sign for New Business (See Stipulations under **Section III** below)

Property Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Property Owner/Tenant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Property Owner/Tenant Address: \_\_\_\_\_

A copy of the Sign Code is available on-line at [www.cogs.us](http://www.cogs.us). Click on Municipal Code. Click on Title 070. The Sign Code is located in Article 070.060.

---

### **Section I – Grand Openings**

- Sign Type Allowed: Temporary banners, inflatable signs and wind signs. Banners and wind signs may be placed as a wall sign, window sign, detached sign, or incorporated within an existing detached sign.
- Number of Signs Allowed per Business: 1
- Maximum Size Allowed, Banner & Wind Sign: Up to 36 square feet.
- Maximum Size Allowed, Inflatable Sign: Two thousand (2,000) cubic feet, and a maximum height of twenty (20) feet.
- Location: On the premises of the new business conducting the grand opening. Any banner or sign shall be set back ten (10) feet from the back of curb or edge of pavement, or zero (0) feet from the property line, whichever is the greater distance from the back of curb or edge of pavement.
- Duration: A temporary banner, wind sign or inflatable sign for a new business may be displayed and maintained for a period not to exceed seven (7) days.

---

### **Section II – Special Sales Events, Promotions, or Sale/Leasing Property**

- Sign Type Allowed: Temporary banners and wind signs and may be placed as a wall sign, window sign, detached sign, or incorporated within an existing detached sign.
- Number of Signs Allowed per Business: 1
- Maximum Size Allowed, Banner & Wind Sign: Up to 36 square feet.
- Location: On the premises of the business conducting the special sale or promotion. Any banner or wind sign that is detached shall be set back ten (10) feet from the back of curb or edge of pavement, or zero (0) feet from the property line, whichever is the greater distance from the back of curb or edge of pavement.
- Duration: The temporary banner or sign may be displayed for a time period of 45 days, and shall be removed on the day following the end of the sale, promotion or event. The display of the banner or sign is limited to three (3) time periods per year for each business however temporary banners may be interchanged during a permit time period. **See reverse side for additional information requested.**

---

### **Section III – Temporary Sign for New Business**

- Sign Type Allowed: Temporary banner, wall or sandwich/A-frame sign.
- Number of Signs Allowed per Business: 1
- Maximum Size Allowed: 16 square feet, and a height no greater than six (6) feet.
- Location: On the premises of the new business and set back not less than ten (10) feet from the property line.
- Duration: Seven (7) days prior to the opening of the business and removed no later than sixty (60) days after such opening.

**Time Period 1**

Date banner/sign displayed: \_\_\_\_\_ Date of Removal \_\_\_\_\_

Dimensions of Banner: \_\_\_\_\_ Square Footage of Banner: \_\_\_\_\_

Text: \_\_\_\_\_

Type of Banner:  Wall  Window  Detached\*  Incorporated within Detached Sign\*

\*If Detached, distance from edge of proposed sign to property line \_\_\_\_\_

Distance from edge of back of curb or pavement to edge of sign: \_\_\_\_\_

Front Yard Setback: \_\_\_\_\_

\_\_\_\_\_  
Community Development Department  
Approval

\_\_\_\_\_  
Date

**Time Period 2**

Date banner/sign displayed: \_\_\_\_\_ Date of Removal \_\_\_\_\_

Dimensions of Banner: \_\_\_\_\_ Square Footage of Banner: \_\_\_\_\_

Text: \_\_\_\_\_

Type of Banner:  Wall  Window  Detached\*  Incorporated within Detached Sign\*

\*If Detached, distance from edge of proposed sign to property line \_\_\_\_\_

Distance from edge of back of curb or pavement to edge of sign: \_\_\_\_\_

Front Yard Setback: \_\_\_\_\_

\_\_\_\_\_  
Community Development Department  
Approval

\_\_\_\_\_  
Date

**Time Period 3**

Date banner/sign displayed: \_\_\_\_\_ Date of Removal \_\_\_\_\_

Dimensions of Banner: \_\_\_\_\_ Square Footage of Banner: \_\_\_\_\_

Text: \_\_\_\_\_

Type of Banner:  Wall  Window  Detached\*  Incorporated within Detached Sign\*

\*If Detached, distance from edge of proposed sign to property line \_\_\_\_\_

Distance from edge of back of curb or pavement to edge of sign: \_\_\_\_\_

Front Yard Setback: \_\_\_\_\_

\_\_\_\_\_  
Community Development Department  
Approval

\_\_\_\_\_  
Date

**Staff Use Only:**

**Time Period 1** Sign Removed Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_

**Time Period 2** Sign Removed Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_

**Time Period 3** Sign Removed Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_