



DATE: _____

MASTER SIGN PERMIT APPLICATION

Master Sign Permits are required per the Glenwood Springs Municipal Code Section 070.060.050 (c) (1) as follows:

“(1)Master sign plan. A master sign plan (MSP), conforming to all and only those provisions of this Article, shall be required for all multi-use buildings and commercial developments containing more than one (1) building. The MSP must be approved prior to the issuance of a building permit for all new buildings, additions or renovations. All existing multi-use building and commercial buildings must submit a MSP to the Community Development Director for approval upon application for a sign permit on the premises after the effective date of this Article. All signs must be brought into compliance with the MSP in accordance with the amortization schedule set forth in Section 070.060.070. The MSP shall run with the multi-use building or commercial center and not with the individual tenants. The MSP shall include all the information required in Subsection 070.060.020(c), in addition to total sign area calculations for the project. If the MSP meets all the conditions of this Article, it may be approved by the Director. Any variance from the provisions herein shall require approval from the Planning and Zoning Commission.”

If you are the owner of a property in the City of Glenwood Springs which has more than one building on site; or, which has more than one tenant in the building, you must obtain a Master Sign Permit before any individual sign permits will be issued on your property.

If you are a tenant within a multi-tenant building, please obtain a copy of the **approved** Master Sign Permit for the property to submit with your sign permit application. Individual sign permits for businesses must comply with the approved Master Sign Permit and the Glenwood Springs Municipal Code. An individual sign permit will not be issued to a tenant until a Master Sign Permit has been approved and is on file with the City.

Address(es) of the property that this master sign plan will apply to:

(Note: Include all addresses, with suite numbers and name of tenant within the individual suite number. You may attach a separate sheet if necessary.)

Name and Address of Person
Completing this Form:

Relationship to Owner of
the Property:

Contact Information:

Telephone Number:

Fax Number:

E-mail Address:

Legal Name of Property
Owner:

Property Owner's
Mailing Address

Property Owner's
Telephone Number

Fax Number:

E-mail Address:

Please answer the questions below and provide the following information with this application:

Is there more than one building on the property? _____

If yes to the above, how many buildings? _____

If yes, you will need to provide the information requested below for each building on site.

REQUIRED ATTACHMENTS:

- _____ 1. Scaled floor plans for each floor within each building clearly labeled with suite numbers to correspond to the list of addresses provided above.
- _____ 2. Building elevations for those sides of the building that qualify as a "building frontage," as defined below. (*Plans must be drawn to scale. If plans are not available, a photograph of each side of the building appropriately labeled as north, south, east or west may be submitted. Each photograph must indicate what the length is of the side of the building that is depicted in the photograph.*)

Building frontage means the horizontal, linear dimension of that side of a building that abuts a street, parking area, mall or other circulation area open to the general public **and** that has either a main window display of the business or a public entrance to the building.

ATTACHED SIGNAGE CALCULATION:

Attached signage is only allowed on that side of a building that qualifies as a “building frontage” per the definition above. Multi-tenant buildings are allowed 2 square feet of signage per each building frontage.

Alley frontages: Businesses that front and have sole access on an alley or public walkway/path shall be allowed a total sign area equal to the allowed sign area for the alley building frontage. Businesses that have secondary public entrance on an alley or public walkway/path shall be allowed 0.2 square feet of sign area per lineal foot of building frontage in the alley.

The method for calculating attached signage is as follows:

STEP 1: List Frontage (i.e. North, South, East, West)

_____ x 2 = _____ maximum total of attached signage on this wall.
*(List qualifying building frontage dimension. **Example:** north frontage at 75 ft.)*

_____ x 2 = _____ maximum total of attached signage on this wall.
(List qualifying building frontage dimension.)

_____ x 2 = _____ maximum total of attached signage on this wall.
(List qualifying building frontage dimension.)

_____ x 2 = _____ maximum total of attached signage on this wall.
(List qualifying building frontage dimension.)

STEP 2: Identify which tenant space with the largest exterior building frontage.

(Example: Suite 101 has exterior building frontage of 50 ft.) _____

STEP 3: List tenant name, address, and the amount of signage that will be allocated to the tenant:

(Example: Suite 101 has 50 feet of west building frontage. The owner allocates 25 square feet of signage to Suite 101 tenant. Note that the owner does not have to allocate the full amount of available signage to a tenant. *This information will be compared to the scaled floor plans provided with this application. The largest individual tenant frontage is used to determine the largest single sign that can be placed on a building façade.*)

Tenant Name	Address/Suite Number	Building Frontage (N, S, E, W)	Building Frontage (width in feet)	Signage Allocation (in square feet)

I AUTHORIZE THE ABOVE ALLOCATION OF SIGNAGE PER THIS MASTER PERMIT:

 Owner/Authorized Agent Signature

 Date

V: publicinfochecklists,etc.

The Municipal Code also allows the following signs:

Attached directory signs. An attached directory sign may include a building or development name, address and individual business names and logos, and may be a wall sign or projecting sign, subject to the following:

1. Number. There shall be not more than one (1) attached directory sign per entrance of a multi-tenant building
2. Area. The maximum allowed area of an attached directory sign shall not be debited against total allowable sign area for attached signs and shall be subject to the following:

Overall sign area:	2 square feet of sign area per business served directly by that entrance, to a maximum of 20 square feet.
Individual business sign area:	1½ square feet of sign area for each business.

DETACHED SIGNAGE:

The Glenwood Springs Municipal Code limits detached signage to one sign per property. Different sign districts allow different types of detached signs.

Do you intend to have detached signage on your property? _____

What type of detached sign do you anticipate? _____

(Please verify with a staff member of the Community Development Department the types of detached signs that are allowed for the sign district in which your property is located. Before a sign permit can be issued for a detached sign, the owner will need to designate in writing, which business on the site will be allowed to display advertising on a detached sign.)

Sandwich Board Signs – Only one (1) sandwich board sign is allowed per property, regardless of the number of tenants on a property. Sandwich boards are only permitted in the Downtown South and Downtown North Districts.



Bonus detached directory signs. A bonus detached directory sign may be erected on property with a multi-tenant building in addition to any other allowed detached sign, subject to the following conditions:

1. Number. There shall be no more than one (1) additional detached directory sign per multi-tenant building.
2. Area. Overall sign area of the directory shall not exceed two (2) square feet per business in the multi-tenant building. Sign area devoted to individual businesses shall not exceed one and one-half (1½) square feet.
3. Orientation. The sign face of a bonus detached directory sign shall be parallel to the street frontage to which it is most closely oriented.
4. Location. A bonus detached directory sign shall be located within ten (10) feet of any multi-tenant building façade.
5. Letter size and design. A bonus detached directory sign shall be limited to the building name, address and general phone number of the multi-tenant building, plus the name of any individual businesses. Letter size for the building name shall not exceed four (4) inches. All other lettering shall not exceed three (3) inches.

Should you have any questions filling out this application, please contact the City of Glenwood Springs Community Development Department at 970 384-6411.