



**Planning Division  
Community Development Department  
THE CITY AND COUNTY OF BROOMFIELD**

**Project Name:** \_\_\_\_\_ **Case No.:** \_\_\_\_\_

**CHECK-LIST: TEMPORARY COMMERCIAL SIGN PERMIT**

Please refer to Broomfield Municipal Code Section 17-44-130 (C) for eligibility requirements. The requirements are available for review at:

<http://www.ci.broomfield.co.us/code>

The estimated review time is approximately one week but may vary depending on case load, the need for additional information, or other factors. Below are the typical requirements for a Temporary Commercial Sign Permit.

- Completed Permit Application**  
Signed by Owner and Notarized.
  
- \$5.00 Review Fee**  
Payable to The City and County of Broomfield.
  
- Drawing of Sign (2 copies)**  
Must show materials, dimensions, where the banner/temporary sign will be located, and how the banner/temporary sign will be installed.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION COMPLETE DATE: \_\_\_\_\_

COMMENTS:



CITY AND COUNTY OF BROOMFIELD  
 One DesCombes Drive  
 Broomfield, CO 80020

Planning Department  
 (303) 438-6284

# Application for Temporary Commercial Sign Permit

This form is intended to be used along with additional information applicable to the particular request.

**PROJECT CASE NO** \_\_\_\_\_  
**DATE OF SUBMITTAL** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_  
**PROJECT NAME** \_\_\_\_\_

**PLEASE TYPE**

1. Applicant:

\_\_\_\_\_  
 Person to Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

2. Property Owner (Per Current Title Policy):

\_\_\_\_\_  
 Person to Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

3. Property Address and General Location: \_\_\_\_\_

4. Duration of Display:

For Freestanding Sign (one year maximum): From \_\_\_\_\_ To: \_\_\_\_\_ (mm/dd/yy)  
 For Wall Mounted Sign (30 consecutive day maximum): From \_\_\_\_\_ To: \_\_\_\_\_ (mm/dd/yy)

5. Current Zoning: \_\_\_\_\_

6. Current Land Use: \_\_\_\_\_

7. Summary of Proposal: \_\_\_\_\_

As owner of the aforementioned property, I hereby consent to the submission of this Application for a Temporary Sign Permit and authorize the applicant to act on my behalf with regard to this application.

8. Owner \_\_\_\_\_  
 By \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Notary Public