



# TEMPORARY SIGN PERMIT APPLICATION

Community Development Department • Planning Division

Applicants must submit the following information in order for the Temporary Commercial Sign Permit to be deemed complete and accepted. Applications may be submitted in person, through the mail, or via email to [PlanningApps@broomfield.org](mailto:PlanningApps@broomfield.org). Please refer to [Broomfield Municipal Code Section 17-44-130](#) (C) for eligibility requirements.

<b>Permit #:</b>		<b>Date Received:</b>	
Address of Proposed Sign:			
Business Name:			
Applicant:		Person to Contact:	
Applicant Address:		City/state/zip:	
Phone:	Email:		
Please attach a brief description or drawing of proposed sign including sign location in relation to the property and building.			
<p>NOTICE TO APPLICANT: Temporary sign permit sticker MUST be displayed as follows on approved signs:</p> <ul style="list-style-type: none"> <li>• Place sticker on FRONT of sign (highly visible side if freestanding sign) on bottom LEFT corner</li> <li>• Sticker must be highly visible at all times.</li> <li>• If sticker becomes damaged, please contact the Planning Division for a replacement sticker.</li> </ul>			
Type (choose one):    ___ Freestanding (A-frame)    ___ Wall (Banner)			
Height _____	Width: _____	Total square feet: _____	
Sign Posting Date: _____	Sign Removal Date: _____		
Number of Signs: _____ <i>Maximum number based on tenant/business sq. ft. as follows:</i> <i>Less than 35,000 sq. ft. = 1 sign , 35,000 to 100,000 sq. ft. = 2 signs, Greater than 100,000 sq. ft = 3 signs</i>			
I, (insert name) _____, authorize this application for temporary commercial sign(s) as the owner, tenant, or authorized agent for the referenced property or business. Furthermore, I have reviewed the requirements for Temporary Commercial Signs in section 17-44-130 (C) of the Broomfield Municipal Code, as summarized in the "A Business Owner's Guide to Temporary Commercial Signs" handout and agree to abide by these requirements.			
I also understand that section 17-50-100 of the Broomfield Municipal Code include penalties designed for violations of subsection 17-44-130 (C). If I am issued a written notice from the City for noncompliance with these regulations, I understand that I have 24-hours to comply with the cited provision (remove the sign). If I do not come into compliance within 24-hours of that notice, then a sign permit cannot be issued for 30 days from the date of notice, even if I have not been issued a temporary sign permit for more than 30 days.			
The <b>Review Fee for a Temporary Commercial Sign Permit is \$5.00</b> and is due when application is submitted to Planning for initial review. Payment must be made in person or via mail.			
Signature:		Print Name:	Date:
<b>Office Use Only</b>			
Planning Dept Approval:		Date:	
<input type="checkbox"/> Provide copy of this page to applicant. <input type="checkbox"/> Enter permit in Innoprise (include dates of application, size of sign, and number of signs in "Comments"). <input type="checkbox"/> Place original application in Temporary Banner or Temporary A-Frame binder as appropriate. <input type="checkbox"/> Email to Code Enforcement regarding notification of application (include pdf of application).			