



Development Services

Zoning Division

100 N. Wilcox Street

Castle Rock, CO 80104

[www.crgov.com](http://www.crgov.com)

720.733.3511

## TEMPORARY BANNER SIGNS

Permit required: Yes for all Banners

- Application fee: \$10 per temporary banner sign
- Payment by check or credit card authorization form
- How many: 1 per street frontage at a time per business location
- Max of 2 permits per year
- How long: 30 days or the duration of the special event
- Maximum area of banner: 32 square feet
- Where: attached to the structure/building to which it pertains (not on posts, not off premises)

Application requires:

- Completed application form (Attached)
- Property owner's signature (or authorizing letter)
- Site plan showing location
- Elevation with banner dimensions and banner text

Apply online: <https://www2.crgov.com/etrakit2/>

Questions ???

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# TEMPORARY SIGN PERMIT APPLICATION

**TYPE OF SIGN:**

- BANNER
- CONSTRUCTION DEVELOPMENT

BANNER SIGN

**SIGN TEXT:** \_\_\_\_\_

**PROPERTY OWNER NAME:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_

**SIGN LOCATION:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGN CONTRACTOR:**

Sign Company Name: \_\_\_\_\_

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

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**FOOTING CONTRACTOR:**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGN VALUE = \$** \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**SEE NEXT PAGE**

*Achieving the Community Vision through Excellence, Dedication and Service*



# SIGN PERMIT APP REQUIREMENTS

**REQUIRED DOCUMENTATION (Please attach documents in PDF format to this application):**

- **SITE PLAN** – Site Plan to Scale Depicting Location, Setbacks and Dimensions of Property Lines, Existing Structures, and Proposed Signage Location, Proposed sign height
- **ELEVATION** – Elevations, Text Caption, Description, Dimensions of Proposed Sign, and Sign Materials

**SIGN TYPES:**