



Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

TEMPORARY COMMERCIAL SIGN PERMIT (Page 1 of 2)

Business Name: _____
Business Address: _____

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 **Review Fee for a Temporary Commercial Sign Permit is \$5.00** and is due when application is submitted to Planning for initial review.

Each application must include a complete application with all information requested below and on the second page of this application. If you are requesting both A-Frame (freestanding) and banner sign(s), you will need to submit separate applications for each type of sign.

1. Applicant:

Person to Contact: _____
Address: _____

Telephone: _____
Fax Number: _____
E-Mail: _____

2. Authorization of Owner, Tenant, or Authorized Agent:

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.

Signature: _____ Date: _____

Print Name: _____

TEMPORARY SIGN PERMIT APPLICATION (Page 2 of 2)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TYPE OF SIGN: Choose only one per form

- Freestanding (A-frame)
- Wall (Banner)

Number of Signs: _____

Maximum number based on tenant/business sq. ft. as follows

*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*

Sign Dimensions:

Height: _____

Width: _____

Total Square Feet: _____

Date of Sign Posting:

Sign Posting Date: _____ (MM, DD, YY)

Sign Removal Date: _____ (MM, DD, YY)

*Maximum of 75 square feet if banner or
six square feet if A-frame.*

Maximum is 30 days if banner or one year if A-frame.

Sign Placement (YOU MUST PROVIDE INFORMATION :

Sketch the sign location in relationship to the property and building in the space below or attach a separate drawing. Please refer to the Broomfield Municipal Code for placement requirements.

The sign MUST be located on the same property as the business requesting the sign.

NOTICE TO APPLICANT: Temporary sign permit sticker MUST be displayed as follows on approved signs:

- Place sticker on **FRONT** of sign (highly visible side if freestanding sign)
- Place sticker on **bottom LEFT** corner of sign.
- Sticker must be highly visible at all times.
- If sticker becomes damaged, please contact the Planning Division for a replacement sticker.

TO BE COMPLETED BY PLANNING DIVISION STAFF:

APPROVED BY: _____ DATE: _____

CASE NUMBER: _____

- Copy of this page provided to applicant
- Permit entered in Innoprise (include dates of application, size of sign, and number of signs in "Comments")
- Original application placed in Temporary Banner or Temporary A-Frame binder as appropriate
- Email to Code Enforcement regarding notification of application (include pdf of application)