

# Application for Sandwich Board/Sidewalk Sign Permit



Sandwich board/sidewalk signs may be permitted subject to the following conditions per Granby Municipal Code Title 14.40.010 (4):

- (i) One nonilluminated sandwich board/sidewalk sign is allowed per business establishment.
- (ii) The sign must be placed on the private property and within 10 feet of the front door of the business or within a designated outdoor eating area. Signs shall allow a three-foot passageway for pedestrian accessibility and shall not block access to an entrance.
- (iii) The size of the sign shall be no more than 30 inches wide and 42 inches in height. The sign must be weighted at the base to provide stability. A maximum of two sign faces is allowed per sign.
- (iv) The sign must be moved inside the business when the business is closed.

Permits are issued for a three-year period for a onetime non-refundable application fee of \$35.00. Applications must be approved prior to displaying. If approved, permits will be issued by the town clerk or designee within five business days of approval from the Town Manager.

Applications and payments can be submitted three ways:

**In-Person:** Town Hall, Zero Jasper Street, Community Development

**Online:** to pay with credit or debit call the front desk at 970-887-2501 and then email receipt and application to [planning@townofgranby.com](mailto:planning@townofgranby.com)

**USPS:** Town Hall, Community Development, PO Box 440, Granby, CO 80446

Staff Use Only
<b>Date Application Submit:</b> _____
<b>Fee Paid:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____
<b>Permit #:</b> _____
<b>Date Permit Issued/Expires:</b> _____
<b>Permit Delivery:</b> <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> In Person Pick-up

Applicant Information	
<b>Legal Name of Applicant:</b>	
<b>Physical Address:</b>	<b>City, State, Zip:</b>
<b>Mailing Address (if different than physical address):</b>	<b>City, State, Zip:</b>
<b>Phone Number:</b>	<b>Email:</b>

Business Information		
Business Name (DBA):	Business Legal Name (if different than DBA):	
Business Physical Address:	City, State, Zip: Granby, CO 80446	
Business Owner Name:	Business Owner Phone Number:	
Property Owner Name:	Property Owner Phone Number:	
Sandwich Board/Sidewalk Sign Information		
New Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Addition/Alteration of Existing Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	On/Off Premise? <input type="checkbox"/> On <input type="checkbox"/> Off
Number of Signs:	Exact Location of the Sign(s):	Sign Size:
Application Checklist		
<input type="checkbox"/> Completed and signed application form <input type="checkbox"/> One complete scale drawing showing sign size, shape, design/appearance, and materials <input type="checkbox"/> \$35 onetime non-refundable fee		

### Applicant Signature

Applicant certifies that all information provided is true and accurate and is submitted to induce the issuance of Sandwich Board/Sidewalk sign permit. Applicant agrees to be bound by all provision of the Town of Granby Sign Code and to complete all work in accordance with applicable Federal, State, and Local laws and regulations. Applicant indemnifies the Town of Granby from any liability in connection with the above sign(s) and assumes responsibility for any injury or damage caused by sign placement on any public rights of way.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Approved By:

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date