

**CITY OF COLFAX
SIGN PERMIT APPLICATION
REQUIREMENT CHECKLIST**

To Applicants: The following information must be submitted for application processing. Some information may not apply to your project or individual application or may require Design Review Commission acceptance. **If you are not sure, ask planning staff.** Omitted information may prevent or delay processing your application. **(3 signs are allowed per business in the Historic District, 4 signs are allowed in all other Districts. All lighting must be indirect or downcast pursuant to municipal codes.)**

Material Requirements for Sign Application Submittal

- Completed Application Form (must be signed by property owner and applicant when applicable)
- Application fee \$100.00
- 8 color drawing** (or colors samples) not smaller than 8.5" x 11" or **folded to 8.5" x 11"**

All plans must contain:

- Applicant's name, address, and phone number
- Zoning District
- Assessor's Parcel Number
- Street Address
- Land Use activity (business type)
- Total lineal feet of business building frontage (street access)
- Sign value (cost of sign)
- Proposed date of installation
- Dimensions
- Total square feet of each sign
- Sign height
- Sign type (wall, projecting, awning)
- Font typeface (bookman, Bostonian, etc)

Freestanding sign plans shall include:

- Dimensioned property boundaries
- Location of the proposed sign
- Public and/or private adjacent street, rights-of-way, ad easements
- Site accesses, circulation and on/off-street parking locations
- Dimensioned existing and proposed buildings and any ancillary structures
- Location of walls, fencing, exterior lighting fixtures
- Dimensioned sign landscaped area (when applicable)
- Detail of design, materials, colors samples, and selected letter type font and letter size (height)
- Copy/Text message, which will appear on each sing
- Dimensions and square footage of sign face area, support structures and overall sign height

All other Sign plan shall include:

- Dimensions and square footage of sign face area, building face area, building, walls, or window on which signs are to be located
- Dimensions of sign face area and height clearance/overhang for awning or projecting signs