



SIGN APPLICATION FOR PERMANENT SIGNS 2026 Zoning Development Permit (ZDP) (Revised 1/1/2026)

Project # \_\_\_\_\_ Fee: \$68.00 + Use Tax

Sign Type (Please check all that apply)

- Free Standing, Projecting, Wall, Mural, Canopy, Manual Changeable Copy, Electronic Message Display, Directory, Fuel Pricing, Signs Under Covered Walkways, Other

1. Applicant Information

- a. Applicant Name
b. Business Owner, Business Representative, Property Owner, Sign Contractor

2. Business Owner Information

- a. Name of Business
b. Name of Business Owner / Representative
c. Mailing Address
d. E-mail Address
e. Phone Numbers Business, Mobile

3. Property Owner Information

- a. CHECK HERE IF SAME AS #2 ABOVE (and skip to Number 4.)
b. Name, Project Contact? Yes No
c. Mailing Address
d. E-mail Address
e. Phone Numbers Business, Mobile

4. Contractor Information

NOTE: Some signs may require installation by a qualified contractor licensed with the Pikes Peak Regional Building Department (PPRBD) (either a Special Building 'D-5A' Sign Contractor or a Framing 'D' Contractor and specialty trades as warranted).

- a. Contractor Name
b. Company Name
c. Mailing Address
d. Field Phone #, E-Mail Address
e. Contractor License #, WP Business License #

**5. Site Information**

- a. Site Address \_\_\_\_\_
- b. Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_
- c. Property Zoning \_\_\_\_\_

**6. Sign Information**

- 1. Estimated Sign Valuation (labor & materials) \$ \_\_\_\_\_
- 2. Size of Sign (length x height in feet) \_\_\_\_\_ ft x \_\_\_\_\_ ft Area \_\_\_\_\_ SF
- 3. Provide a Site Plan showing location of proposed sign in relation to other existing signs, the building and property lines.
- 4. Provide a sketch and site plan of the proposed sign showing dimensions (length, width, height), color and design.

**7. Specific Sign Type Information**

REQUIREMENT	SIGN TYPE (Fill in requirement to Column type)				
	Free Standing	Wall A	Wall B	Canopy	Multi-Family
Sign Height (feet)					
Length of Street Frontage (amount of property fronting the street on which the sign is located in linear feet)					
Size of Lot (in square feet)					
Size of Building Footprint (in square feet)					
Speed Limit (in front of sign location)					
Length of Wall (on which sign will be installed, in feet)					
Dimensions of Canopy (in linear feet)					
Number of Residential Units					

**8. Certification**

The City relies upon information found in this application. You are encouraged to obtain a proper survey and/or study to verify lot lines and other information. If you erect your sign within the required setbacks or in violation of this application or other zoning regulation provisions, you may be required to move or remove it. Failure to comply with all zoning requirements could result in the issuance of a citation.

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

 Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Property owner signature is required at submittal in order to process.)*

**City Use Only**

This application has been found to be in compliance with applicable City provisions and is approved. The applicant is authorized to proceed in accordance with all information found in the application as conditioned below.

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**Staff Analysis/Notes**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Sign Design & Plan Guidelines

**Purpose.** The purpose of the following sign design guidelines is to promote a high level of quality and creativity in sign design in keeping with the aesthetic beauty, historic and mountain town character, and cultural identity of Woodland Park.

**Applicability.** The following guidelines are recommendations only and are not required.

- A. **Design Compatibility.** New signs should be compatible with the design, color, scale and building materials of the structure or site on which they are placed. Signs should not obscure architectural features and should be designed in a manner that provides an artistic accent or visual point of interest that enriches the building. The design and placement of signs on buildings with multiple tenants should be complementary in terms of materials.
- B. **Color.** Sign colors should contribute to the legibility and to the overall communicative effect of the sign. Substantial contrast should be provided between the background color and the letters/symbols that make up the sign. Garish or stark color combinations generally should be avoided. Dark backgrounds with light letters and symbols are read more quickly than dark letters on light backgrounds. White should rarely be used as a background color.
- C. **Materials.** Sign materials should be compatible with the architectural design of the building's façade and should contribute to the legibility of the sign. Carved or sandblasted wood, formed etched cast metal, high density pre-formed foam, or other similar new materials are encouraged. Raised borders and raised letters are encouraged.
- D. **Copy and Lettering Style.** Sign fonts should be selected to provide both clarity and artistic integrity. The number of lettering styles should be limited to increase legibility, and letters and words should be spaced appropriately. Symbols and logos are encouraged wherever appropriate as pictographic images usually register more quickly in viewers' minds than written messages.
- E. **Illumination.** External illumination of the sign is encouraged, as it produces a softer, warmer effect that is more inviting to viewers. The intensity of sign lighting should not exceed that which is necessary to illuminate and make legible a sign from the adjacent travel way. Internally illuminated signs should not have a white or ivory background.