



SIGN APPLICATION FOR
TEMPORARY AND PORTABLE SIGNS
2026 Zoning Development Permit (ZDP)
(Revised 1/1/2026)

Project #
Temporary Sign Fee: \$34.00 + Use Tax (Fee waived for non-profit)
Portable Sign Fee: \$68.00 + Use Tax

Sign Type (Please check one)

Temporary Sign (banners, pennants, streamers, balloons, inflatable characters or symbols)

Portable Sign (sidewalk, poster frame, handheld, costumed characters and recurring balloon displays)

1. Applicant Information

- a. Applicant Name
b. Business Owner Property Owner

2. Property Owner Information

- a. Name Project Contact? Yes No
b. Mailing Address
c. E-mail Address
d. Phone Numbers Business Mobile

3. Business Name/Name on Temporary Sign

- a. Name of Business Owner
b. Mailing Address
c. Email Address
e. Phone Numbers Business Mobile

4. Site Address

- a. Site Address
b. Lot Block Subdivision
c. Property Zoning
d. Located in Special Downtown Area? Yes No

(Please contact Planning Dept. at 687-5202 with questions)

5. Sign Information

- a. Dimensions (Width x Height in feet) x Area of Sign/Banner SF
b. Value of Sign \$
c. Provide a site plan showing location of proposed sign in relation to other existing signs, the building and property lines.
d. Provide a sketch of the proposed sign showing dimensions (length, width, height), color and design.

6. Temporary Signs

Banners may be displayed up to 120 days/year, in 30-day increments only. Pennants, streamers, balloons and inflatable characters may be displayed up to 30 days/calendar year in 10-day increments. See table at back of application to assist in tracking days used.

- a. Anchoring Method _____
- b. Date Sign To Be First Displayed _____
- c. Date Sign To Be Removed _____ Total Days _____

7. Portable Signs

Sidewalk or Sandwich Board Signs located in the right-of-way shall be removed during non-business hours and/or during periods of snow removal, shall leave a minimum of 3 feet of unobstructed pedestrian access on the sidewalk and cannot cause the pedestrian to move closer to the road. Place sign on splash pad.

- a. Anchoring Methods _____
- b. **Indemnification (Sidewalk Sign In the Right-of-Way Only)** In consideration of the permission given to the undersigned by the City of Woodland Park to display a sidewalk sign pursuant to the requirements of Ordinance 1115, Series 2010, and as per this application, the undersigned herewith agrees to indemnify and hold harmless the City of Woodland Park from all liability, claim, or damage for any event or incident involving damages, injuries, or the non-payment of any obligation incurred by the undersigned which may be asserted against the City and further agrees to defend the City of Woodland Park against any claim arising there from, and to pay any judgment which may be obtained.

Print Name _____

 Signature _____ Date _____

8. Certification

 Applicant Signature _____ Date _____

 Property Owner Signature _____ Date _____

(The owner's signature is required in order to process.)

To Be Completed By City of Woodland Park

Certification of Approval: This application has been found to be in compliance with applicable City provisions and is therefore approved. The applicant is so authorized to proceed in accordance with all information found in the application and all other applicable City provisions.

By _____ Date _____

Title _____

Staff Analysis/Notes

Temporary Banner/Attention Getting Device Tracker

The Sign Code allows banners to be displayed up to 120 days per calendar year in 30-day increments and allows attention getting devices (i.e. pennants, streamers, balloons and inflatable balloon characters or symbols) to be displayed for up to 30 days per calendar year in no more than 10-consecutive day increments.

Please use the following table to help track the number of days the permitted banner/attention getting device is displayed to ensure that it complies with this requirement.

Banner Location: _____

<u>Dates Displayed</u>		
<u>Start Date</u>	<u>End Date</u>	<u>Total Days</u>
<u>Cumulative Days</u>	—————→	