

Window Sign Permit Checklist Form

**A Permanent Sign Permit is required via our eTRAKiT online Permit/Registry system.
(SIGNS –PERMANENT – Window Sign)**

Complete online application including:

- ✓ Letter of Authorization from Property Owner/Management Company
- ✓ Dimensions of each proposed window sign
- ✓ Building Elevation showing windows (must have window dimensions)
- ✓ Building Elevation showing proposed location of window signs (photographs acceptable)

******Proposed window signs may not exceed 25% of window area to which it is affixed***

- Window Sign Detail Sheet(s) that include:**

- ✓ Graphics of the sign(s) ***drawn to scale*** and in color.

- Application Review Fee:**

\$10.00 for all proposed window signs

All information on this sheet must be completed or applications will NOT be accepted.

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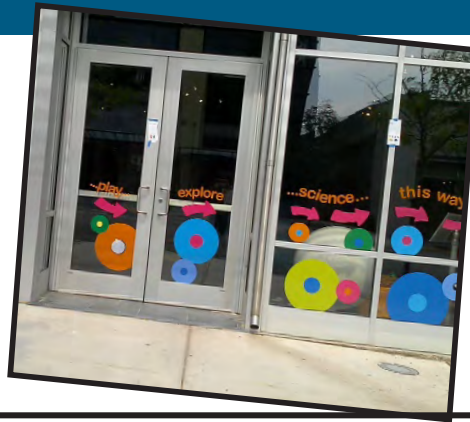
Once you have gathered the required documents please proceed to the eTRAKiT online Permit/Registry system. If you are a sign contractor and do not have an account set up for eTRAKiT please call (303) 841-2332 for assistance. If you are a business owner please click on “Setup an Account” and create a username and password.

Contact Information:

Community Development Department, Development Review Division
20120 E. Mainstreet, Parker, CO 80138
303.841.2332; Fax 303.841.3228

WINDOW SIGNS

in the Town of Parker



Key Facts

- ✓ Requires Sign Permit
- ✓ Permit Fee Required
- ✓ Maximum Sign Size and Sign Area - Shall not exceed the lesser of:
 - * 25% of the area of the window upon which such window signs are located; or
 - * 150 square feet of the aggregate window sign area for any single occupant of a parcel
- ✓ Window signs under 6 square feet do not require a sign permit



This is intended as a quick reference, please see Section 13.09 of the Parker Land Development Ordinance for more information.

For more information on the Parker Sign Code, visit www.ParkerOnline.org/SignCode or call 303.841.2332.