



**TOWN OF TAOS
SIGN PERMIT APPLICATION
CODE OF ORDINANCES CHAPTER 15.08**



Please complete all section below in blue or black ink. Applications will not be accepted if all sections are not complete and all required documentation is not submitted.

SECTION I

Physical Address of Business: _____ Business License #: _____
 Business Name: _____ Business Telephone #: _____
 Mailing Address: _____

SECTION II

Applicant Name: _____ Contact Telephone #: _____
 Mailing Address: _____

SECTION III

Name of Property Owner: _____ Contact Telephone #: _____
 Mailing Address: _____
 Signature of Owner: _____

By signing this application, the owner gives consent to the said business for the placement of proposed signs on the property/building.

SECTION IV

Name of Person attaching or erecting sign: _____ Contact Telephone #: _____
 Mailing Address: _____

Name of Person/Business creating sign: _____ Contact Telephone#: _____
 Mailing Address: _____

SECTION V

Sign #1: This Sign is: An Existing Sign A New Sign
 Type of sign: Wall Mounted Material of Construction: _____
i.e. wall mounted, hanging, projecting, etc.
 Dimensions : _____ x _____ = _____ Method of Attachment: _____
 $\frac{\text{Length}}{\text{Length}} \times \frac{\text{width}}{\text{width}} = \text{Square footage}$
 Will this sign be illuminated? Yes No If yes, what is the total lumen output? _____
 Façade which sign will be affixed? _____ (*i.e. North, South, East, West*)
 Square footage of façade: Height _____ x length _____ = _____ x .10 = _____ Sqft allowed for sign

Sign #2: This Sign is: An Existing Sign A New Sign
 Type of sign: _____ Material of Construction: _____
i.e. wall mounted, hanging, projecting, etc.
 Dimensions: _____ x _____ = _____ Method of Attachment: _____
 $\frac{\text{length}}{\text{length}} \times \frac{\text{width}}{\text{width}} = \text{Square footage}$
 Will this sign be illuminated? Yes No If yes, what is the total lumen output? _____

Sign #3: This Sign is: An Existing Sign A New Sign
 Type of sign: _____ Material of Construction: _____
i.e. wall mounted, hanging, projecting, etc.
 Dimensions: _____ x _____ = _____ Method of Attachment: _____
 $\frac{\text{length}}{\text{length}} \times \frac{\text{width}}{\text{width}} = \text{Square footage}$
 Will this sign be illuminated? Yes No If yes, what is the total lumen output? _____



TOWN OF TAOS
SIGN PERMIT APPLICATION
CODE OF ORDINANCES CHAPTER 15.08



REQUIRED SUBMITTALS:

Please read the following general submittal requirements for obtaining a Sign Permit. Additional submittals may be required. It is the applicant's responsibility to comply with all codes and ordinances. Applications for Sign Permit will not be accepted if all submittals on this checklist are not provided.

- Completed TOT Sign Permit Application with original signature of property owner and applicant.
Copy of current Town of Taos Business License
A description or a sketch of the proposed site of the proposed signage, showing its position upon the lot, building or structure in relation to identified adjacent lots, buildings or structures, and public rights-of-way, and any existing signage thereat.
A sketch or digital rendering, or a digital photo of the proposed signage itself clearly displaying its graphic and lettering content, its overall dimensions, the manner and materials of its construction, and the proposed method of attachment to the building or structure, or the ground, where it will be situated.

I hereby certify that I have read and examined the information contained on this application, and know the same to be true and correct. All provisions of codes and ordinances governing this type of work will be complied with whether specified herein or not.

I also acknowledge that the Code Official is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in these codes.

Applicant Signature

Date

THE FILING OF THIS APPLICATION SHALL NOT IMPLY OR DEEM APPROVAL OF SAID APPLICATION

FOR OFFICE USE ONLY

PERMIT NUMBER: _____

Application Reviewed By: _____ Date: _____

Approved Fee: _____ Receipt Number: _____ Zone: _____

Rejected Reason(s): _____

Form Revised 12/09

15.08.310: NUMBER OF SIGNS PERMISSIBLE ON PREMISES OR LOT

- A. All signage within the jurisdiction of the Town of Taos advertising the business conducted upon that parcel is limited to the following:
a. Three (3) signs per premises, building or location; whether they be freestanding, monument, window or wall signs;
b. Each business may elect to use either a banner or portable sign as one of the three permitted signs. Under no circumstances shall more than one such sign be placed on the premises.
c. Properties located outside of the Historic Overlay Zone of the Town of Taos may place up to three informational wall signs per facade on the exterior of the building. Informational signs shall not exceed three square feet in area and are not calculated in the total sign area permitted.
B. In the case of a motel or hotel having an on-premises assembly or meeting room, or an on-premises performance or motion picture theater, an additional, one (1), double faced marquee sign may be permitted and is not included in the calculation of the total sign area permitted.
C. See section 15.8.370 for the number of signs permitted for multi-tenant centers.

15.08.320: BASIC DESIGN, DIMENSIONS AND MANUFACTURE OF SIGNS

All signage within the jurisdiction of the Town of Taos must adhere to the following minimum standards:

- d. All projecting and hanging signs shall provide a minimum of seven (7) feet of vertical clearance from the average grade below the sign.
- e. Window signage shall not exceed twenty percent (20%) of the window area.
 - i. Display windows are not restricted in the number of items placed within the display area and are not considered signage.
 - ii. The total window area provided on the first floor of a façade may be totaled together to arrive at the permitted area of a window sign or signs.
- f. No signage may be constructed of, or incorporate, any reflective material or internal illumination that will constitute a visual hazard to drivers along public rights-of-way; nor may they be painted, in whole or in part, with fluorescent colors.
- g. Each premise shall be allowed up to a maximum of sixty (60) square feet of sign area. See section 15.8.370 for the allowable sign area for multi-tenant properties.
- h. Free-Standing and monument signs within the central business district and/or the Historic Overlay Zone shall not exceed twelve feet (12') in height and signs located in other districts shall not exceed twenty feet (20') in height or the height limit of the zoning district in which the property is located, whichever is lower.
- i. Wall signs are limited to ten percent (10 %) of the area of the façade to which it is affixed.
- j. The area of a wall sign consisting of cutout lettering and logo, with no borders or background defined on the building wall, or signs constructed of carved wood or similar material that provides articulation and depth to the sign, will be calculated at one-half ($1/2$) of the area of the smallest rectangle that will wholly contain all the letters and logo.

15.08.340: TEMPORARY SIGNS AND PORTABLE SIGNS – SPECIAL RULES

1. Temporary signage is any poster, banner, or other advertising device not constructed, displayed or intended for long term purposes. It includes signage which directs attention to a business, product, service, or entertainment conducted, sold or offered at a location other than the premises or lot on which the signage is located. A temporary sign includes decorative displays for holidays or public demonstrations.
2. Portable signage is any poster, banner, or other advertising device, not exceeding an overall area of (6) square feet per sign face, not to exceed two sign faces, which is self supporting and is easily relocated by its owner. It does not include signage on wheels, or on portable structures such as trailers, tents, or motor vehicles designed specifically as a mobile billboard. A portable sign may also be temporary signage. See section 15.8.350 for special rules for mobile signs.
3. All temporary and portable signage within the Town of Taos must comply with the provisions of this Sign Code. Special regulations, and particular restrictions or prohibitions, may apply pursuant to the provisions of this Sign Code and in the judgment of the Code Administrator of the Town of Taos.
4. All temporary signage which shall be suspended and anchored to a device other than a wall, portal or other structure, must receive prior approval from the Code Administrator or the Code Administrator's designee prior to being suspended.

15.08.720: PENALTY

Any person violating any provisions of this chapter shall be deemed guilty of a petty misdemeanor and upon conviction thereof, shall be fined not less than fifty dollars (\$50.00) nor more than three hundred dollars (\$300.00). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punished as such hereunder.

15.08.220: STATUTORY FEES AND PENALTIES

The basic statutory fee imposed upon all signage permitted pursuant to this Sign Code shall be a non-refundable payment of two (2) dollars per square foot of the entire signage area proposed. Square footage shall be calculated by the Code Administrator or the Code Administrator's designee, as length multiplied by width, in inches, from furthest edge to furthest edge of each face of the signage. The basic fee imposed upon all signage permitted pursuant to this Sign Code may, from time to time, be adjusted by a resolution of the Town Council of the Town of Taos; and that body may likewise, in the interest of public order or public safety, impose other or additional requirements or surcharges for particular types of signage.

In conjunction with the oversight and enforcement of this Sign Code the Code Administrator of the Town of Taos is further empowered to assess, impose, and apply those interest-bearing penalties and costs as are set forth herein for Non-Compliant, Unsafe, or Obsolete signage.