



Rio Arriba County Planning & Zoning Department

SIGN/BILLBOARD PERMIT

DATE RECEIVED _____ PERMIT# _____ UPC # _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

STREET CITY STATE ZIP

PHONE: _____ MOBILE _____ EMAIL: _____

PHYSICAL ADDRESS OF PREMISE: _____

GPS COORDINATES IF NO PHYSICAL ADDRESS: _____

(SECTION) _____ (TOWNSHIP) _____ (RANGE) _____ COMMUNITY: _____

IF APPLICABLE,

NAME OF BILLBOARD OWNER: _____

LAST FIRST MIDDLE

A BUSINESS LICENSE IS REQUIRED FOR BILLBOARD OWNER. BUSINESS LICENSE #: _____

BILLBOARD OWNER'S

MAILING ADDRESS: _____

STREET CITY STATE ZIP

PHONE: _____ MOBILE _____ EMAIL _____

THE APPLICANT HEREBY ACKNOWLEDGES THAT ALL SUBMITTED DOCUMENTS ARE TRUE AND CORRECT

APPLICANT'S SIGNATURE: _____ DATE: _____

APPROVED AUTHORIZED SIGNATURE: _____ DATE: _____

THE FOLLOWING MUST BE INCLUDED WITH YOUR PERMIT

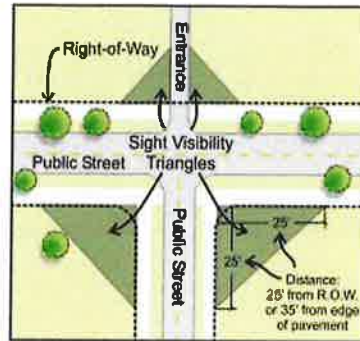
DESCRIBE TYPE OF SIGN:

WALL MOUNTED <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	FREESTANDING <input type="checkbox"/>
BILLBOARD <input type="checkbox"/>	ROOF MOUNTED <input type="checkbox"/>	MOTOR VEHICLE <input type="checkbox"/>
BANNER <input type="checkbox"/>	HOME OCCUPATION <input type="checkbox"/>	OTHER (Please Describe) _____

SIGN PLAN DEPICTING:

- ✓ No more than three (3) signs shall be displayed on any premise.
- ✓ Describe how sign(s) will be placed and secured on property.
- ✓ Describe the materials used for sign(s)
- ✓ No larger than (32) square feet of sign area, Height no greater than 25 feet.
- ✓ Describe if any Illumination, Foot lamberts: _____ and time of extinguishment ____
- ✓ No sign shall be erected within any public right-of-way
- ✓ Provide map location of sign(s) proposed or existing
- ✓ A twenty-five foot (25') visibility triangle setback (see diagram)
- ✓ A (10) foot setback to any lot line.

- ✓ **No sign shall be attached to any tree, utility pole or be painted upon or affixed to any rock, ledge or natural feature.**



Please remember that complete maintenance is required for all signs, whether or not in existence prior to adoption of this Ordinance.

MAINTENANCE. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked, or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to conform to the requirements and contents of the sign permit issued for its installation and provisions of this Ordinance.

REMOVAL OF UNUSED SIGN SUPPORT STRUCTURES. Removal is required of any vacant and/or unused sign support structures, angle irons, sign poles or other remnants of old signs, which are not currently in use, or proposed for reuse after thirty (30) days after the business associated with the sign has ended

REMOVAL OF OBSOLETE SIGNS. Signs which conform to the provisions of this Ordinance, but which reflect obsolete sign copy may remain in place for a time period up to thirty (30) consecutive days after the building is no longer in use, provided the sign copy is left unlit and/or blank, however if the building in which the use existed is demolished and no new building permit has been issued, the sign must be removed. An extension for up to an additional thirty (30) days may be granted by the Planning Office, provided the sign has been left unlit and/or blank, and when the owner or person in control of the vacant property requests such extension in writing.

REMOVAL OF UNSAFE SIGN STRUCTURES. The Planning Office shall have the authority to order the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to safety, health, or public welfare. If such a condition is determined by the Planning Office to exist, the Director or his/her designee shall give notice thereof by certified mail, return receipt requested, to the sign owner at the address shown on the sign permit, unless more recent information is available. If, within thirty (30) days from service of notice, the order is not complied with, the Planning Office may cause the sign to be removed or repaired, and the cost of such removal or repair to be charged against the sign owner and/or the property owner.

Furthermore, it shall be **unlawful** to construct, reconstruct, enlarge, change, and maintain any sign or billboard in violation of any regulation or any provision of this Ordinance or any other applicable County ordinance or of any amendments thereto.

Any person, firm, corporation or entity that violates any provision of this Ordinance shall be subject to the penalties set forth in NMSA 1978, § 4-37-3 (1993)(as amended), which states in part: "County ordinances may be enforced by prosecution for violations of those ordinances in any court of competent jurisdiction of the county. Penalties for violations of any county ordinances shall not exceed a fine of three hundred dollars (\$300) or imprisonment for ninety days or both the fine and imprisonment;"

The violation of any separate provision of this Ordinance shall be considered a separate offense, and each day the violation is allowed to continue shall be considered a separate offense.

I have read the above provisions of this Ordinance and agree to abide to all the requirements as stated.

Applicant Signature: _____ Date: _____