



Banner Online Permit Submittal

Each business in the Town of Parker is allowed 4 banners per year, for 15 consecutive days each time. Periods can be combined for up to a total of 60 days per year. Banners must be attached to the building and are not to exceed 40 square feet in size.

Submittal Requirements:

- Business name and address
- Property owner authorization
- Duration (15, 30, 45, 60 days) \$10 for each 15 days
- Start and end dates

Once you have gathered the required documents please proceed to the online permit submittal system. If you are a sign contractor and do not have an account set up for TRAKiT 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.

Complete the **Permit Type Information** section as follows:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BLANK

My Dashboard

Permits

- Apply
- Search
- Pay Fees
- View on Map

Projects

- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors

Properties

- Search
- View on Map

Inspections

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: TEMPORARY SIGNS

PERMIT Subtype: BANNER SIGN

*Short Description: (business name goes here)

Job Value (\$): ← Leave blank

Proceed to fill out the additional information section. In this section, you will enter the duration details for the banner.

Additional Information

NUMBER OF SIGNS:

SHOPPING CENTER:

DURATION OF BANNER:

DURATION OF FREESTANDING:

START DATE:

END DATE:

TOTAL WINDOW SQ FT 1:

WINDOW SIGN SQ FT 1:

TOTAL WINDOW SQ FT 2:

WINDOW SIGN SQ FT 2:

*LAND OWNER APPROVAL:

1 banner is allowed

Choose the shopping center name from the dropdown

Use drop down arrow to choose 15, 30, 45, or 60 days

Click calendar icon and choose start date

Click calendar icon and choose end date

Land Owner approval required, select yes

Now scroll down to the location box.

Location

Enter part or all of your address and press search

Attachments

Filename

Description

Type in the street numbers only, then click search to choose the address

Click on Select to upload owner approval for banner

When you are finished click on next step

Click on next step to progress to the next page. Verify applicant information is correct then scroll down and click on next step again.

Verify permit information and dates are correct then click on next step once again to submit the permit.

Click on My Dashboard at the top left of the screen and the permit will show up under active permits.

The permit will now be reviewed by Town staff and you will receive an email when the permit has been approved. Once you receive the email please log back in to TRAKiT and pay for your permit.



Letter of Authorization from Property Owner

Date _____

Community Development Director
Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner/Manager Letter of Authorization
Name of Business: _____

I, _____, hereby certify that I am the legal owner of record of the property/property management company for the submitted application and do hereby authorize, _____ to install the permitted sign.

I understand that in the review of this application, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this sign permit request, as the specifics of this application may require.

Signature of Property Owner

Name: _____
Address: _____

Phone Number: _____