



Temporary Freestanding Sign Online Permit Submittal

One freestanding sign per parcel. A business, commercial, industrial, or office park or a shopping center shall constitute a single parcel. Signs may be displayed for two 90 day periods or for a total of 180 days per year. Signs must be mounted to a rigid backed surface and are not to exceed 32 square feet in size.

Submittal Requirements:

- Business name and address
- Property owner authorization
- Sign location map or sketch
- Duration (90 days or 90 day extension) \$25 each
- 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:

The screenshot shows the TRAKiT online permit submittal system interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BLANK. On the left, there is a 'My Dashboard' sidebar with categories: 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), and Inspections. The main content area is titled 'Permit Application' and features a progress bar with four steps: STEP 1 PERMIT INFORMATION (highlighted), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' form. The form includes: PERMIT Type (dropdown menu set to TEMPORARY SIGNS), PERMIT Subtype (dropdown menu set to FREESTANDING SIGN), *Short Description: (text input field containing '(business name goes here)'), and Job Value (\$) (text input field). An arrow points from the text 'Leave this blank' to the Job Value (\$) input field.

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

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:**

Annotations:

- 1 sign is allowed
- Choose the shopping center name from the dropdown
- Use drop down arrow to choose 90 days or 90 day extension (renewals)
- 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

Annotations:

- Type in the street numbers only, then click search to choose the address
- Click on Select to upload owner approval and sign location map
- 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: _____