



Planning, Development & Transportation  
Engineering Department  
PO Box 580 281 N College Ave  
Fort Collins, CO 80524  
970-221-6605 P 970-224-6134 F

**Revocable Encroachment Permit for  
Portable Sign in the Right-of-Way**  
(minimum of 5 business days required for approval)

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company Address if different than Sign Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name : \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Applicant agrees to submit with this permit application a minimum 8 1/2" x 11" dimensional drawing that illustrates the location of the proposed portable sign, obstruction(s) or other structure or amenities in the public right-of-way. Applicant must also submit the Indemnity Agreement and a copy of the Certificate of Insurance with the City of Fort Collins Engineering Dept as *Additional Insured*.**

**This permit is non-transferable**, is personal to the Applicant and is non-assignable. Applicant agrees that any transfer of ownership of the business holding the permit will terminate this permit and require a new application to be filed by the new owner.

Applicant has read this permit and agrees to abide by the current City of Fort Collins Municipal Codes, Standard Specifications and any such special conditions, restrictions and regulations that may be imposed by the City Engineer.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Conditions: \_\_\_\_\_

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**Permit Number:** \_\_\_\_\_



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