



**Historic Preservation Services**  
Community Development & Neighborhood Services  
281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580  
**970.224.6078**  
[preservation@fcgov.com](mailto:preservation@fcgov.com)  
[fcgov.com/historicpreservation](http://fcgov.com/historicpreservation)

**CERTIFICATE OF APPROPRIATENESS – Minor Alteration**

**ISSUED: April 9, 2024**

**EXPIRATION: April 9, 2025**

Project 252 LLC  
c/o Kristi Jenkins-Correa, Signarama  
1600 E. Mulberry St. #2  
Fort Collins, CO 80524

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property, the Watkins & Pennington Building at 317 Jefferson St., has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be routine in nature with minimal effects to the historic resource, and meets the requirements of Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

The alterations reviewed include:

- Sign – Flush wall sign, replacing copy only

Notice of the approved application has been provided to building and zoning staff to facilitate the processing of any permits that are needed for the work. Please note that work beyond that indicated in your permit application/correspondence requires additional approval.

If the approved work is not completed prior to the expiration date noted above, you may apply for an extension by contacting staff at least 30 days prior to expiration. Extensions may be granted for up to 12 additional months, based on a satisfactory staff review of the extension request.

If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I can be reached at [yjones@fcgov.com](mailto:yjones@fcgov.com) or at (970) 224-6045.

Sincerely,

Yani Jones  
Historic Preservation Planner

# SIGN PERMIT APPLICATION

## SUBMITTAL REQUIREMENTS:

- ELECTRONIC SUBMITTALS ONLY - EMAIL [zoning@fcgov.com](mailto:zoning@fcgov.com) \*Please collate application and drawings into one PDF document\*
- ALL SIGN PERMIT APPLICATIONS MUST BE ACCOMPANIED BY DETAILED DRAWINGS INDICATING SITE LOCATION & DIMENSIONS

Address (unit/suite #): _____	Date: _____
Business/Tenant Name: _____	Valuation (materials & labor): _____

## SIGNS TO BE INSTALLED

WALL SIGNS-TYPES: FLSW-flush wall, INDL-individual letter

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO

\*\*\*RACEWAY MAY NOT EXCEED 50% OF THE AVERAGE HEIGHT OF ATTACHED LETTERS AND/OR SHAPES\*\*\*

GROUND SIGNS-TYPES: MNMT-monument, POLE, DTLN-drive-thru lane

TYPE	TEXT	SIGN AREA	OVERALL HEIGHT *FROM FLOWLINE OF ADJACENT STREET* *INCLUDE STREET TO WHICH SIGN IS ADJACENT*	ILLUMINATED YES / NO

\*\*\*ALL GROUND SIGN APPLICATIONS MUST INCLUDE SITE PLAN WITH DISTANCE TO PROPERTY LINE\*\*\*

OTHERSIGNS-TYPES: AWNG, PRFN – fin signs (projecting wall), CNPY – canopy, SDRF – secondary roof

TYPE	TEXT	DIMENSIONS H x W x D (in feet)	SIGN AREA	DIRECTION N, S, E, W	ILLUMINATED YES / NO

\*\*\*ROOM FOR ADDITIONAL SIGNS ON NEXT PAGE\*\*\*

CONTRACTOR NAME: \_\_\_\_\_ CONTRACTOR LIC. #: SG- \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

\*SIGN PERMITS MAY BE ISSUED TO LICENSED SIGN CONTRACTORS, PROPERTY OWNERS OR APPLICANTS WHO HAVE THE WRITTEN CONSENT OF THE OWNER  
 \*\*SIGN PERMITS MAY NOT BE ISSUED IF CONTRACTOR LICENSE IS OUT OF DATE. CONTACT [contractor\\_licensing@fcgov.com](mailto:contractor_licensing@fcgov.com) FOR LICENSE STATUS



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#45667

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SIDES: 1

NOTES: \_\_\_\_\_  
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