



## Community Event Sign Application

(One application per event is required)

3280 Redstone Park Circle  
Highlands Ranch, CO 80129  
303-791-2710

Group/Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name of Event/Service: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Requested Posting Date (max. 10 days prior): \_\_\_\_\_  
 Removal date (by sunset the day after event): \_\_\_\_\_  
 Sign Content to read: \_\_\_\_\_  
 \_\_\_\_\_

Sign Location(s) Requested: (check all that apply/refer to attached location map)

Location	Side A/B	Side C/D
1. Santa Fe & HR Pkwy		
2. Lucent & Town Center		
3. Plaza & Broadway		XXXXXXX
4. HR Pkwy & Broadway		
5. Dad Clark & University		XXXXXXX

Location	Side A/B	Side C/D
6. C470 & Colo Blvd		
7. Wildcat & McArthur		
8. University & Quebec		
9. Quebec & Altair		
10. S. Ranch Rd. & HR Pkwy	Mansion	Use only
11. Broadway & Wildcat		

**Note:** Maximum one sign per side (if available) is permitted.

**Sign Requirements:**

1. Signs must be 42" x 42"
2. Signs should be made of corrugated plastic or other weather-resistant material
3. Signs may include: event name, dates, times, location, fees (if applicable), logos.
4. Only one logo or title sponsor – not to exceed one (1) square foot.
5. Signs may not be posted more than 10 days prior to event and **removed by sunset the day after the event.**
6. Signs may be affixed with staple gun, nails or wood screws.
7. **It is strongly recommended that signs contain as few words as possible. Letters must be a minimum of four (4) inches large.**  
**Remember: vehicles are on a 6 lane road with a speed limit of 45mph. It is difficult to read busy signs or small lettering.**

**Acknowledgement:**

The applicant acknowledges that they are responsible for the posting, maintenance and removal of the event signage. The Metro District assumes no responsibility for the loss or damage of any signage. Non-compliance may result in a fee assessment to be paid by the responsible organization.

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