Four Seasons of Fun

The Town of Oak Creek

TOWN ADMINISTRATOR/CLERK

129 Nancy Crawford Blvd • Oak Creek, CO 80467 • 970-736-2422 •townofoakcreek.com

REVOCABLE PERMIT APPLICATION CHECKLIST

A Revocable Permit allows a property owner to use Town property adjacent to their property for uses benefitting the property. Revocable Permits are issued for temporary purposes, such as the placement of a dumpster or construction equipment. Revocable Permits are also issued for sidewalk seating, planters and landscaping, stairs and ramps, projecting signs, awnings and cornices above public property (such as above sidewalks and roads). Revocable Permits are also required when placing monitoring well(s) and utility conduits below, above or at-grade within Town owned property.

Licensees seeking a Revocable Permit in the Town of Oak Creek need to submit an application to the Town Administrator/Clerk's Office no later than **30 days** prior to the first day when the encroachment is requested to occur. Applicants must request a specific time period for the encroachment.

Once the application is deemed complete by the Town Administrator/Clerk's Office, the application will go before the Town Board for consideration to approve.

The following documents must be submitted for a permit application to be complete:

☒	Revocable Permit Application
☒	Brief written description of why a revocable permit is requested and for what period of time.
☒	Written, dated and signed approval of property owner supporting the revocable permit request.
☒	A Scaled Site Plan showing all surrounding elements and dimensions on plan including signs, trees/plantings, benches, tables, etc. Show all proposed building attachments. Show property lines and area (square footage) of requested encroachment. Show where equipment and dumpster(s) will be located.
☒	Elevation plan showing building and proposed height of encroachments. Include encroachments for personal property such as chairs, table and planters. Show height clearance for any building mounted encroachment such as projecting signs, awnings, cornices and similar projections. Show details, e.g. railings, attachments, supports and similar details.
☒	For projecting sign encroachments applications must: 1) Show any other projecting sign within 25'; 2) Include building attachment details; 3) Show building frontage with proposed projecting sign; 4) Include sign dimensions and the sign calculations for all existing exterior signs on building; 5) Provide an approved Sign permit (required).
☒	For awning encroachments applicants must: 1) Include all attachment details, e.g. walls and ground; 2) Provide an approved Sign permit for any sign to be displayed on the awning (required).
☒	$50.00 application fee paid to the Town

Upon approval, and prior to the issuance of a Revocable Permit, Licensees shall furnish the Town Administrator/Clerk a certificate of insurance evidencing liability insurance with combined single limits of $1,000,000 each occurrence and $2,000,000 aggregate, include the Town, its officers and its employees, as additional insured, provide that insurance may not be cancelled except upon no less than thirty (30) days written notice to the Town, and provide that the policy is primary coverage and non-contributory for the Town.

I, Dana J. Christensen, owner of Dueling D's BBQ and Grill LLC, petition the Town of Oak Creek for a revocable permit to place a sign over the public sidewalk which will be attached to my building. The sign will be 4' x 4', the bottom of which will have a 13-foot clearance from the walkway. I am also submitting a request to replace the existing lighting with downcast, shielded lighting. Please refer to the submitted plans and photos.

I, Dana J. Christensen, the owner of the property located at 116 East Main Street, in the Town of Oak Creek, County of Routt and State of Colorado, hereby authorize my business, Dueling D's BBQ and Grill, LLC, to put up a sign on the front of the building and replace the existing lighting with downcast, shielded lighting.

I would also like to request permission from the Town of Oak Creek to place a sandwich board on the public sidewalk during regular business hours. The sandwich board does not exceed six square feet of sign face nor a height of four feet from the ground nor does the sandwich board exceed thirty inches in any horizontal direction. The sandwich board will be removed and stored inside of my business at all other times.

May I also request for an open flag to be attached to my building over the public sidewalk during business hours. The flag shall be securely placed on the front of the building, well above the sidewalk, which will not be a hazard or impede the flow of pedestrian traffic. The flag will be removed and stored inside of my business at all other times.

I request the revokable permit be granted for the time Dueling D's BBQ and Grill, LLC is in business at 116 East Main Street, in the Town of Oak Creek, County of Routt and State of Colorado.

Thank you for your consideration,

Dana J. Christensen 03/21/23

Dana J. Christensen / Owner Date

Dueling D's BBQ and Grill, LLC

116 East Main Street, Oak Creek, CO 80467

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