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**RE: Temporary Sign Permit**

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**From** bartkounovsky@gmail.com <bartkounovsky@gmail.com>

**Date** Mon 1/26/2026 2:30 PM

**To** Darby Kenyon <dkenyon@steamboatsprings.net>

 4 attachments (2 MB)

signedbannerpermit.pdf; Banner.pdf; bannerplacementpdf.pdf; Lorenz.pdf;

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Darby

Looks like I am back on this sign again- how would you like me to proceed

- Real Estate Sign
- 4 X8--- like the one Nick Metzler has at the old Sasak Trailer property on Lincoln Ave
- Attached to the side of the building

Thanks for your help

Bart

Bart Kounovsky  
Commercial Property Group  
970-879-2532  
1856 Lincoln Avenue  
Steamboat Springs Co 80487

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**From:** Darby Kenyon <dkenyon@steamboatsprings.net>

**Sent:** Wednesday, January 14, 2026 1:33 PM

**To:** bartkounovsky@gmail.com

**Subject:** Re: Temporary Sign Permit

Bart,

Please review the Larg Yard Sign standards in the [CDC](#) Section 510.B, page 5-50. This includes the size standard. 32 square feet is the maximum sign size and the maximum sign height is 9'.

Darby Kenyon she/her  
Planning Technician  
[City of Steamboat Springs](#)  
970.871.8259

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**From:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>

**Sent:** Tuesday, January 13, 2026 1:52 PM

**To:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Subject:** RE: Temporary Sign Permit

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

What is the biggest large yard sign I can have?

Thanks

Bart Kounovsky

Commercial Property Group

970-879-2532

1856 Lincoln Avenue

Steamboat Springs Co 80487

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Sent:** Tuesday, January 13, 2026 1:50 PM

**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)

**Subject:** Re: Temporary Sign Permit

If you are changing to a large yard sign rather than a banner, then yes.

Darby Kenyon she/her

Planning Technician

[City of Steamboat Springs](#)

970.871.8259

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**From:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>

**Sent:** Tuesday, January 13, 2026 1:08 PM

**To:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Subject:** RE: Temporary Sign Permit

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Darby

The sign will be fully fixed to a 4 X8 plywood word sheet... the plywood sheet will be anchor bolted to the brick exterior.

Is this the information you need?

Thanks

Bart

Bart Kounovsky

Commercial Property Group

970-879-2532

1856 Lincoln Avenue

Steamboat Springs Co 80487

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Sent:** Tuesday, January 13, 2026 11:01 AM

**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)

**Subject:** Re: Temporary Sign Permit

Hi Bart,

I am getting the online application started, and then I will be able to add it to your CityView Portal account so that you can access it. It looks like you are applying for Temporary Banner Sign. I want to give you some information about Banner Signs. Per the [CDC](#) Section 510.A Banner Sign, banner signs are for a very short duration of time:

A Temporary Sign Permit may be issued for one use for a maximum of four occasions during one calendar year.

A Banner Sign may be displayed for a maximum of 14 consecutive days during one occasion.

A Banner sign shall be removed for a minimum of 3 days before it can be placed for a new occasion.

If these timeframes fit your intent for the banner sign, then I would suggest moving forward with the Banner Sign. If so, please send the proposed dates for each of the four occasions that the banner will be displayed.

Otherwise, if you are looking for a longer duration for the sign, then I recommend considering using a Large Yard Sign. See CDC Section 510.B, page 5-50. This will allow the sign to be fixed to the building for the duration that it is for sale. However, it cannot be a banner material - look at photos for examples of a large yard sign. If you would like to go this route, then you can modify the submittal materials to make it large yard sign and send those materials over. We will also need information about how the sign will be attached to the building facade - the building department will review it to make sure that it is safely affixed and will not fall down/blow down with weather.

Once we determine whether it will be a temporary Banner Sign or a temporary Large Yard Sign, then I will be able to add the application fee and application documents to the sign permit application and begin the review.

Let me know if you have questions.

Darby Kenyon she/her

Planning Technician

[City of Steamboat Springs](#)

970.871.8259

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**From:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>

**Sent:** Friday, January 9, 2026 1:55 PM

**To:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Subject:** RE: Temporary Sign Permit

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Darby

Attached are

- Signed Submittal
- Property Record
- Sign Exhibit- it is a 4 by 8 banner
- Picture of the building with a circle as to where the sign will be placed

Let me know what else you need

Thanks

Bart

Bart Kounovsky

Commercial Property Group

970-879-2532

1856 Lincoln Avenue

Steamboat Springs Co 80487

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Sent:** Friday, January 9, 2026 8:18 AM

**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)

**Subject:** Re: Temporary Sign Permit

**Here are the additional documents needed:**

- **Temporary Sign Permit [Sign Off and Submittal Requirements Form](#)** - This form includes a checklist of the submittal items to upload with the sign application and application signature fields.
- **Proof of Ownership** - Download a printable property card from the [Routt County Assessor's website](#). You will need to upload this property card with the application documents. You can find directions for this here: <https://www.steamboatsprings.net/DocumentCenter/View/35984>.
- **Sign Exhibit** - Show dimensions of the sign. A temporary banner can be up to 32 square feet.
- **Site Plan** – Location of the sign on the site/building. Please include the linear frontage measurement of the building.

Darby Kenyon she/her

Planning Technician

[City of Steamboat Springs](#)

970.871.8259

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**From:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>

**Sent:** Thursday, January 8, 2026 11:47 PM

**To:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Subject:** RE: Temporary Sign Permit

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Darby

Here is a .pdf of the banner—it is 8 X 4.

Address is 928 Lincoln—owner is Betty Lorenz survivors trust- Scott Lorenz Trustee

Tax account number is R7716300

Let me know what else you need

Thanks

Bart

Bart Kounovsky

Commercial Property Group

970-879-2532

1856 Lincoln Avenue

Steamboat Springs Co 80487

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Sent:** Thursday, January 8, 2026 3:02 PM

**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)

**Subject:** Re: Temporary Sign Permit

Bart,

Follow up to my email below. It looks like the online CityView Portal system is still down. If you have all of the documents available, you can email them to me directly and we can get the application started. Be sure the documents are in PDF format.

Thank you for your patience.

Best

Darby Kenyon she/her

Planning Technician

[City of Steamboat Springs](#)

970.871.8259

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>  
**Sent:** Thursday, January 8, 2026 12:03 PM  
**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>  
**Subject:** Re: Temporary Sign Permit

Bart,

It looks like the online application had a technological glitch when it was submitted, and so that might be why it was giving you a difficult time. The application is canceled - please resubmit the application online via the CityView Portal, following the same steps as outlined below. Apologies for the confusion and any frustrations with the online portal, I double-checked and the system reset at midnight last night so it should be much easier this time around.

1. Log into [CityView Portal](#).
2. Select Apply for a Sign Permit application, and begin the application.
3. One of the last steps of the application will be to upload the application submittal items. A couple of tips here:
  1. **Be sure that all documents are in PDF format.** This may be one of the reasons that the picture was unable to be uploaded.
  2. Note that additional application materials will need to be included with the application in order to make it a complete submittal

### **Application Documents**

- **Temporary Sign Permit [Sign Off and Submittal Requirements Form](#)** - This form includes a checklist of the submittal items to upload with the sign application and application signature fields.
- **Proof of Ownership** - Download a printable property card from the [Routt County Assessor's website](#). You will need to upload this property card with the application documents. You can find directions for this here: <https://www.steamboatsprings.net/DocumentCenter/View/35984>.
- **Sign Exhibit** - Show dimensions of the sign. A temporary banner can be up to 32 square feet.
- **Site Plan** – Location of the sign on the site/building. Please include the linear frontage measurement of the building.

4. Once the application fee is submitted, then it will prompt you to pay the application fee online. The application fee will need to be paid in order to application to be deemed complete.

Please reach out with any questions or for additional assistance.

Thank you,

Darby Kenyon she/her

Planning Technician

[City of Steamboat Springs](#)

970.871.8259

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**From:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com) <[bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)>

**Sent:** Wednesday, January 7, 2026 9:20 PM

**To:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Subject:** RE: Temporary Sign Permit

CAUTION: EXTERNAL EMAIL - Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Darby

I tried hard but could not figure out how to upload this sign banner --- it is 4X8

Thanks

Bart

Bart Kounovsky

Commercial Property Group

970-879-2532

1856 Lincoln Avenue

Steamboat Springs Co 80487

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**From:** Darby Kenyon <[dkenyon@steamboatsprings.net](mailto:dkenyon@steamboatsprings.net)>

**Sent:** Monday, December 15, 2025 1:05 PM

**To:** [bartkounovsky@gmail.com](mailto:bartkounovsky@gmail.com)

**Subject:** Temporary Sign Permit

Bart,

Thanks for giving us a call. Here is some links and information to help you submit a temporary sign permit application.

The sign permit is an online application via the CityView Portal:  
<https://cityview.steamboatsprings.net/portal>. 1) Create and verify your new account 2) Login 3) Select Apply for a Sign Permit to get started. Note that you can apply for multiple sign permit applications with 1 sign permit application. For additional support, see visit the [How-To Guide](#).

## City of Steamboat Springs Web Portal

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The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the City's plan to improve its service offerings for citizens. Watch for more updates coming soon.



### Code Enforcement

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### Sign Permits

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### Planning Department

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### Property Information

[Search for a Property](#)

## Application Documents

- **Temporary Sign Permit [Sign Off and Submittal Requirements Form](#)** - This form includes a checklist of the submittal items to upload with the sign application and application signature fields.

- **Proof of Ownership** - Download a printable property card from the [Routt County Assessor's website](#). You will need to upload this property card with the application documents. You can find directions for this here: <https://www.steamboatsprings.net/DocumentCenter/View/35984>.
- **Sign Exhibit** - Show dimensions of the sign. A temporary banner can be up to 32 square feet.
- **Site Plan** – Location of the sign on the site/building. Please include the linear frontage measurement of the building.

Darby Kenyon she/her

Planning Technician

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