



Zoning Advisory

Temporary Sign and Other Permits

Building and Zoning permits help determine if the project is in compliance with building safety codes, and other land use guidelines.

Temporary Signs

Temporary Commercial Signs Allowed Without a Permit:

Temporary commercial signs which identify, advertise or promote a temporary activity and/or sale of merchandise or service of a business use located on the same zone lot are allowed without a permit in all zone districts. These types of signs are limited to the following:

- Windows signs;
- Banners with commercial advertising copy;
- Wall signs or posters which have been treated so as to be shielded from the elements (water, wind, sun, etc)
- Streamers which are attached to vehicles located in the front row only of retail car lots when said vehicular sales lot is located on an arterial street and is not across from a residential zone district; and
- Window graphics consisting of paint or decals applied directly to glazing.

Temporary commercial Signs shall meet the following conditions:

- Shall be maintained in a clean, orderly and sightly condition;
- Shall be placed in/on ground level windows/walls only (except for streamers);
- Shall be limited in placement to forty-five (45) days for sign or copy;
- May be illuminated only from concealed light sources;
- Illumination shall not flash, blink or fluctuate;
- Shall not be animated;
- Shall be placed only on the business structure (except for streamers);
- Shall not exceed fifty (50) percent of the maximum use by right permitted sign area for the permitted use on the zone lot, plus either sixty-five (65) percent of the ground level window area, whichever is greater, neither of which is to exceed seventy-five (75) square feet.

The zoning administrator may allow additional temporary signage area up to one hundred (100) square feet upon application in specific cases providing that the procedure outlined in the Administrative Review section 59-41(b) is satisfied.

All Portable signs regardless of location are specifically not allowed. Parked motor vehicles and/or trailers are not allowed to be intentionally located so as to serve as an advertising device for a use by right, product or service.

Temporary Signs Allowed With a Permit:

Sign identifying or advertising new construction, remodeling, rebuilding, development, sale, lease, or rental of either a use by right or a designated land area. These signs are limited to the following:

- Wall Signs;
- Ground Signs;
- Window Signs allowed in non-residential districts;

Temporary Signs shall meet the followings criteria:

- One (1) sign per Use by Right or designated land area
- Fifteen (15) to Sixty-four (64) Square feet depending on the Zone District;
- Twelve (12) to Twenty-five (25) feet above grade depending on the Zone District;

Joint Identification Signs:

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Joint Identification Signs are permitted for three (3) or more uses by right, excluding parking, on the same zone lot as the sign and are in addition to all other signs permitted for the each use by right. Most Business, Industrial and Hospital Zone District permit these types of signs and are limited to the following:

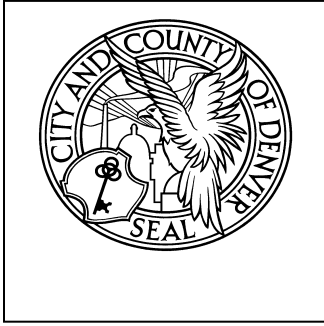
- Wall Signs;
- Ground Signs;

Joint Identification Signs shall meet the followings criteria:

- One (1) sign per each front line of the zone lot;
- One Hundred (100) to Two Hundred (200) Square feet depending on the Zone District;
- Twenty (20) to Twenty-five (25) feet above grade depending on the Zone District.

Temporary Signs and Joint Identification Signs are subject to fees, permitting and review from the Zoning Office. Please follow the sign permitting process established in the front of this pamphlet.

(Note: The entire zoning requirements or allowed areas are not provided in this table. Please consult the Zoning Ordinance to verify all the

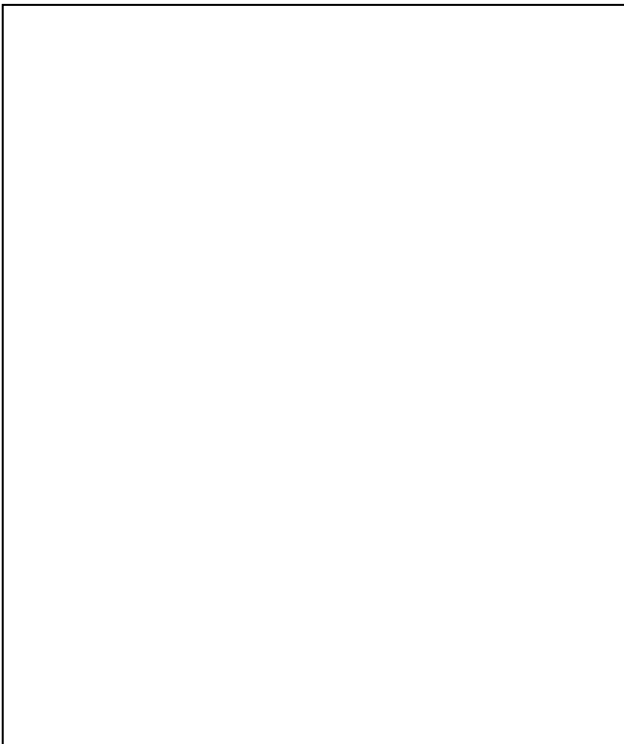


Zoning Advisory Sign Permits and Zoning Reviews

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How To Use This Guide

This guide provides important information used in approving your sign permits. It is not a comprehensive permit application. You may be asked for additional information or to modify your plans when you apply. Most of the questions pertain to zoning requirements but we may also ask about your design as some areas require a design review. If the property is located in a Denver Landmark District, the Cherry Creek District, the Central Business District or other districts with a Comprehensive Signs Plan staff must approve your plans prior to picking up your permits. Most of your work on signs needs to be permitted, including separate permits from the zoning and building departments. If your sign will include electrical work, a building permit for the electrical work will also be required. Remember to include a copy of the approved Use Permit for the use-by-right requesting a sign permit.



1. Complete the Sign Permit by filling in all of the blanks including the date, address, legal description and type of sign proposed. Indicate whether the zone lot is a corner or interior lot and whether the zone lot contains one use or multiple uses.
2. Complete the "Draw Sign" grid include all dimensions and copy information and indicate whether the sign will be illuminated and whether the light will be concealed.
3. Complete the "Site Plan". All structures, existing signs and proposed signs shall be indicated on the site plan including the dimensions of the structures and the zone lot.
4. Complete the permit by indicating number and area of signs to be removed, to remain and the total proposed.
5. Please bring your completed permit to the Zoning Permit Counter located on the second floor of the Webb Municipal Building at 201 W. Colfax Avenue. We will examine the proposed sign, height, location and area to determine if the proposed sign is in compliance with the Denver Zoning Code.
6. Proceed to the Building Permit Counter after you receive your Zoning Permit.
7. Most permits are approved in less than 30 minutes unless the proposed permit requires Design Review which can take up to two weeks. Upon approval of your permit application, you will be required to pay fees at our Cashier's Desk before the actual permits are issued. These fees are \$25 per sign permit for the Zoning Permit and fees for the Building Permits are based on the value of the work listed on the permit. Generally, the fees are less than \$150 for this type of work. Once the fees are paid, the permits are issued.
8. You may encounter long lines during peak periods, such as lunch hours and Monday mornings. We advise that you begin the process before 3:00 p.m. in order to complete everything before we close.



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Design Review

Some zone district and designated areas require a Design Review as required by Zoning Code or other Criteria. The Design Review is performed by the Planning Office and in some cases, Design Review Boards. The Design Review process allows changes in the design, number and size of signs. Any proposed sign in the following designated areas are subject to a Design Review:

- B-5 Zone District;
- B-7 Zone District;
- B-8-A Zone District;
- B-8-G Zone District;
- Cherry Creek North Zone District;
- Civic Center;
- Historic District;
- Historic Structures;
- Northfield Town Center; and
- Quebec Square/Stapleton Regional Retail.

Sign Table

(Note: The entire zoning requirements or allowed areas are not provided in this table. Please consult the Zoning Ordinance to verify all the requirements.)

Zone	Type	Number	Area	Height	Wall Location	Ground Location
RS-4 R-0 R-1 R-X P-1	Wall, Window, Ground	2	Church or School-20 Sq. Ft. Other-20 Sq. Ft.	Wall/Window-20' Ground-6'	Same as Building	10' setback
R-2 R-2-A R-2-B R-3-X R-3 H-1-A	Wall, Window, Ground	2 signs for each front line	Hospitals- 2 sq. for each 5 linear feet of frontage not to exceed 96 sq. ft. Use by Right- 20 sq. ft.	Wall/Window-25' Ground-12'	Same as Building	5' setback
R-4 R-4-X R-5 B-1 B-A-1 H-1-B H-2	Wall, Window, Ground, Arcade	5 signs; Or 2 sign per front	Multiple Unit Dwellings-20 sq. ft. Motel/Hotel-100 to 300 sq. ft. Uses by Right-20 sq. ft	Wall/Window/Arcade Multiple Unit Dwelling and Uses by Right-25 ft. Motel/Hotel-Roof Line of the building Ground-25 ft	Same as Building	5' Setback
B-2 B-3 I-0	Wall, Window, Ground, Arcade	5 signs; Or 2 sign per front	Motel/Hotel-100 to 300 sq. ft. Uses by Right-50 sq. ft	Arcade Signs- 20 ft. Wall/Window- Roof Line of the building. Ground- 32 ft.	Same as Building	5' Setback
B-A-2 B-A-3 B-A-4 B-4 B-7 B-8 B-8-G MS-1 MS-2 MS-3 I-1 I-2	Wall, Window, Ground, Arcade	5 signs; Or 3 sign per front	Multiple Unit Dwelling- 1 sq. ft. per Unit not to exceed 192 sq. ft. Uses by Right-80 sq. ft	Wall/Window- Roof Line of the building. Ground/Arcade- 32 ft.	Same as Building	5' Setback
B-5	Wall, Window, Ground, Arcade	Ground Level Uses- 3 signs per street front + 1 sign per 100 lf over 200 of frontage Others-1+1 per front	Ground Level-2 sq. ft. per each linear foot of frontage Other than Ground Level- 3% of the exterior wall face	Wall/Window- Roof Line of the building. Ground/Arcade- 32 ft.	None	None