

## Cherry Creek North

PM OR ZONING NUMBER	
ADDRESS	
DATE	

# Sign Design Review Submittal and Compliance Checklist

This checklist addresses required submittal items and design standards and guidelines related to the sign design for the project. The checklist shall be completed by the applicant and provided as part of the Sign Design Review submission to Community Planning and Development to be reviewed by the Cherry Creek North Design Advisory Board.

*This form represents the minimum information typically necessary to evaluate compliance with relevant design standards and guidelines. As every project is unique, additional information may be requested from the applicant. This form does not address or substitute for other applicable codes, standards, or regulations administered by Community Planning and Development or other City and County of Denver departments. The applicant is responsible for complying with all codes and rules whether described here or not.*

# Sign Design Review

## Submittal Requirements

### TENANT SIGNAGE REVIEW

The DAB will not review an application that is incomplete. The following materials are required prior to scheduling a meeting with the Design Advisory Board:

*Please check the appropriate box to reflect if the item is included or is not applicable.*

#### Y N NA

Previously approved Site Plan or SDP.

A letter or memo from the owner or their building management stating they have reviewed and approved the proposed sign(s) and sign location(s).

A map of the Cherry Creek North area showing the location of your building.

Dimensions of the street frontage of the business requesting the sign.

Allowed and proposed signage calculation summary including a detailed list of allowable signage square footage, allowable number of signs, existing and proposed signage square footage, and existing and proposed number of signs.

Adequate photography showing the building façades in relationship to the surrounding buildings.

Colored and fully dimensioned drawings of all proposed signs

Manufacturer's scaled drawings, sections, attachment and electrical rough-in details and specifications for the sign including materials, construction and illumination

Photos as required to show the signs and adequate colored photo simulation(s) or detailed elevation showing the sign(s) located on the building or on a detailed façade elevation.

Compliance with comprehensive sign plan if applicable.

Other materials, including material samples as requested by the Design Advisory Board.









# Site Design and Massing Review Compliance Checklist

Signs used as symbols should be considered and are encouraged where display windows are not available. They are easily read and add to the vitality of a storefront.	MET NA	IN		MET NA	IN DAB	AI RE	
Use of creative logos with signage text is encouraged.	MET NA	IN		MET NA	IN DAB	AI RE	

## 2.3.2 Signage Location

INTENT							
<ul style="list-style-type: none"> <li>To identify the location and entrance of a business.</li> <li>To promote the service or merchandise within.</li> <li>To attract and inform customers.</li> </ul>							
STANDARD	APPLICANT STATUS/COMMENT			STAFF STATUS/COMMENT			
Signs shall be positioned so as not to obscure architectural details but instead integrated into the building design.	MET NA	IN		MET NA	IN DAB	AI RE	
Signage locations shall consider the location of street trees and other elements within the R.O.W.	MET NA	IN		MET NA	IN DAB	AI RE	
GUIDELINE	APPLICANT STATUS/COMMENT			STAFF STATUS/COMMENT			
Buildings should be designed to provide appropriate locations for signs. The signs should be an integral and yet noticeable part of the building.	MET NA	IN		MET NA	IN DAB	AI RE	
Signs should not overlap or conceal architecture.	MET NA	IN		MET NA	IN DAB	AI RE	
Signs should indicate building entries and entries to parking facilities.	MET NA	IN		MET NA	IN DAB	AI RE	
A single primary tenant, or the building name, should be allowed on an individual wall sign located above the ground floor on one face of the structure. This signage should be sensitively integrated into, and located upon, the primary façade to provide identity to a building,	MET NA	IN		MET NA	IN DAB	AI RE	

MET Standard/Guideline is met  
NA Not applicable

IN Defer to Intent (Standard/Guideline is not met)  
DAB Item for Design Advisory Board discussion

AI Additional information needed, **please resubmit**  
RE Revisions required, **please resubmit**

# Site Design and Massing Review Compliance Checklist

Tenant signage should typically be located only on the ground floor of the building adjacent to the tenant location or within a Joint Identification Sign.	MET NA	IN		MET NA	IN DAB	AI RE	
Tenant signage above the ground floor is discouraged unless integrated into the architecture of the building (excluding window signs and awnings).	MET NA	IN		MET NA	IN DAB	AI RE	

## 2.3.3 Signage Materials, Quality & Design

INTENT							
<ul style="list-style-type: none"> <li>To encourage signs that fit the character of the District and that do not detract from or overpower the architecture.</li> <li>To limit the proliferation of signs on buildings so as not to detract from the appearance of a well-designed building.</li> <li>To encourage regular maintenance .</li> <li>To ensure signs and their materials remain structurally and electronically in “like new” appearance.</li> <li>To utilize buildings as signage.</li> </ul>							
STANDARD	APPLICANT STATUS/COMMENT			STAFF STATUS/COMMENT			
Sign colors, materials, sizes, shapes and lighting shall be used to complement the other elements of the façade design.	MET NA	IN		MET NA	IN DAB	AI RE	
Structure, materials, detailing and power sources shall be designed with consideration of signage installation requirements and shall be readily adaptable and repairable as tenants’ sign needs change.	MET NA	IN		MET NA	IN DAB	AI RE	
Signs on commercial buildings shall fit within existing features of the building’s façade.	MET NA	IN		MET NA	IN DAB	AI RE	
Plastic face box signs shall not be allowed.	MET NA	IN		MET NA	IN DAB	AI RE	
GUIDELINE	APPLICANT STATUS/COMMENT			STAFF STATUS/COMMENT			
Signs should creatively use 2- and 3-dimensional form, profile and iconographic representation (i.e. lighting, typography, color and materials) in expressing the character of the use, identity of the development, character of the District and architecture of the building.	MET NA	IN		MET NA	IN DAB	AI RE	

MET Standard/Guideline is met  
NA Not applicable

IN Defer to Intent (Standard/Guideline is not met)  
DAB Item for Design Advisory Board discussion

AI Additional information needed, **please resubmit**  
RE Revisions required, **please resubmit**





