



## Zoning Advisory

# Sign Permits and Zoning Reviews

Effective 7/5/2006

### How To Use This Guide

This guide contains information intended to help customers understand the Denver sign code, access specific code language and prepare applications for sign permits. You may be asked for additional information or to modify your plans when you apply, but with use of this guide most applications can be completed in a single visit to the Zoning Counter. If the application is for a sign to be located in a Denver Landmark District or Urban Design District, additional review time and more detailed submittals will be required.

Most work on signs needs to be approved by Zoning Administration and the Building Department, and when a Building Department authorization is required the permit must be issued only to a sign contractor licensed by the City & County of Denver. If your sign will include electrical work, a building permit for the electrical work will also be required. Including a copy of the current Use Permit for the use-by-right requesting a sign permit at the time of application will help decrease review time.

### Applications and Plans

This guide contains a work sheet to be completed by applicants to provide permit information to zoning staff. Before approval of a sign permit, review of site plan and elevation plans of the proposed signage is necessary. This guide also contains an optional work sheet which may be used to provide basic site plan and elevations for relatively non-complex applications. More complex sign projects will require submittal of more detailed scaled site plan and elevation plans, and in Landmark or Design Review

districts, applications shall contain detailed information about materials to be used to construct the sign. Applicants may include photos and photo-simulations with the application.

### Permit Review Process

1. Please fill in all blanks that apply on the Sign Permit Worksheet 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. Include the Frontage Dimension of the lot for a single use on a Zone Lot or the Frontage Dimension for the tenant space if there are multiple uses on the Zone Lot.
2. Complete the "Draw Sign" grid and include all dimensions and copy information and indicate whether the sign will be illuminated and whether the light source will be concealed. A Photo Simulation and a diagram may be required and/or submitted in place of this simple drawing.
3. Complete the "Site Plan". All structures, existing signs, proposed signs and property lines shall be indicated on the site plan including the dimensions of the structures and the zone lot. A Site Plan and Elevation Plan may be required and/or submitted in place of this simple drawing.
4. Complete the worksheet by indicating number and area of signs to be removed, to remain and the total proposed.
5. Please bring your completed worksheet and associated documents to the Zoning Permit Counter Webb (continued, page 2)

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Development Services, Community Planning and Development Agency  
200 W 14th Avenue ■ Denver, Colorado 80204 ■ 720-865-2915 ■ [www.DenverGov.Org/Planning](http://www.DenverGov.Org/Planning)



Municipal Building at 201 W. Colfax Avenue, 2nd Floor. We will examine the proposed signage, height, location and area to determine if the proposed signage is in compliance with the Denver Zoning Code.

6. If the sign requires building authorization, proceed to the Building Permit Counter after you receive your Zoning approval.

7. Most permits are approved in less than 30 minutes unless the proposed permit requires Landmark or Design Review. 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.

8. You may encounter long lines during peak periods, such as lunch hours, Monday mornings and Friday afternoons. We advise that you begin the process before 3:00 p.m. in order to complete everything before we close.

### 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 Zoning Office and in some cases, Design Review Boards. The Design Review process may allow changes in the design, number and size of signs. Any proposed sign in the following designated areas may be subject to a Design Review, please refer to zoning code table on page 4 for Zone District code sections.

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

### **What are the submittal requirements for a design review?**

The following information must be submitted for Landmark or Design review. Complete applications will be accepted at the zoning counter.

### **Drawings and Photographs**

- Site plan draw to scale showing the building footprint and the location of the proposed signs.
- Building Elevation showing the proposed sign with dimensions of sign and method of lighting the sign.
- Samples of the Sign color.
- Samples of the sign materials. If samples are not available then a description of materials.
- Illustration of the method of attachment to the building.
- Photographs of the elevation showing the location of the proposed sign (if the building exists).
- Photographs of the “context” of the sign or adjacent buildings.

### **A few last words about Design Review.**

The purpose of Landmark and Design Review is to encourage innovative signs and street graphics, which contribute to the vitality of unique Business District shopping and commercial areas. Not all signs are approved at the first presentation but by working together with our staff, the end result will be a design that enhances Business District shopping and commercial areas while advertising your business at the same time.

### **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;

These Temporary Signs are allowed per district, please refer to zoning code table on page 4 for Zone District code sections.



These Temporary Signs require fees, permitting and review from the Zoning Office. Please follow the sign permitting process established in the front of this pamphlet.

**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.

For detailed information and for conditions regarding Temporary Signs for all districts, not subject to a permit please refer to code section 59-537 (a).

**Note:**

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.

**Joint Identification Signs:**

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 allowed in addition to all other signs permitted for 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;

Specific Joint Identification Signs allowances are per district, please refer to zoning code table on page 4 for

Zone District code sections. 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.

**Helpful Tools:**

www.DenverGov.org the official web site of the City & County of Denver may now be used to find Zone District designations for all property within the city limits and to access the Zoning Ordinance, Chapter 59 of the Municipal Code.

**Zone District designations** can be found on www.DenverGov.org by locating ' I Want To' on the home page and clicking on 'Find City Maps and Information', and then clicking on 'Denver Maps'. On the Denver Maps page, enter the job address in the address field below 'Quick Summary' and click 'GO'. Once the map appears, scroll down about a half page to find the Zoning designation.

To find **Zoning Code sign information for the Zone District** locate and click on the link directly below the Zoning designation, the link is called '**Zone District Descriptions Overview**'. On the left side of this page, towards the bottom, locate and click on 'Zoning Code'. On the '**Zoning Code**' page, locate '**Municode**' in the first paragraph and click on the adjacent link. Once the Municode page opens, scroll down the index on the left side until you reach **Chapter 59** and click on the adjacent + symbol to open divisions. This will result in access to the entire Zoning ordinance.

**Contact Us:**

If you have any questions about the sign application process or the allowed signage area, please feel free to contact the zoning staff.

Zoning information and Permit Counter phones can be very busy; walk-in service provided:

- Monday-Friday 7:30 to 4:00
- Wednesday 8:30 to 4:00
- Best to arrive before 3:00

**Zoning:**

Counter staff: 720-865-3000

Fax: 720-865-3057 Attn: Zoning Counter



**All Districts**

- 59-537 (a) Signs in all districts, not subject to a permit
- 59-537 (b) Signs in all districts, subject to a permit
- 59-537 (c) Comprehensive sign plan for large cultural facilities
- 59-538 Sign area measurement
- 59-539 Non-Conforming signs

**Code section      Zone Districts**

- 59-547      RS-4, R-0, R-1, R-X and P-1
- 59-548      R-2, R-2-A, R-2-B, R-3-X, R-3, H-1-A
- 59-549      R-4, R-4-X, R-5, B-1,  
B-A-1, H-1-B, H-2
- 59-550      B-2, B-3, I-0
- 59-550.1    CCN (**allows projecting signs**)
- 59-551      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
- 59-552      B-5
- 59-553      O-1, O-2
- 59-554      Special Provisions for B-5, B-7, B-8-A  
**(allows projecting signs)**
- 59-555      Special provisions for signs in  
Civic Center area
- 59-315      Signage in Mixed Use districts OS-1,  
R-MU-20, R-MU-30, C-MU-10,  
C-MU-20, C-MU-30, T-MU-30
- 59-333      PRV district, see also 59-323 (5) definition  
of pedestal sign in PRV



City and County of Denver  
Zoning Administration/Building Department Sign Application

Webb Municipal Office Building  
201 West Colfax Avenue, Dept. 205  
Denver, CO 80202  
Zoning Phone: 720-865-3000  
Building Department Phone: 720-865-2705  
Fax: 720-865-3057

Date: \_\_\_\_\_ Schedule # \_\_\_\_\_

Address: \_\_\_\_\_ Project/Building Name (if applicable): \_\_\_\_\_

Zone District: \_\_\_\_\_  Waivers  Conditions Ordinance #: \_\_\_\_\_

Legal Description of Zone Lot: \_\_\_\_\_

Multiple Uses  One Use Only Frontage Dimension: \_\_\_\_\_ Lineal Feet

Use Permit (check one) On File \_\_\_\_\_ Attached \_\_\_\_\_

Zone Lot:  Corner  Interior  PBG  Parkway  Historic Structure  Historic District

Type of Sign:  Awning/Canopy  Wall  Ground

Projecting  Joint I.D.  Single Face  Double Face

Signs Removed: # \_\_\_\_\_ Area: \_\_\_\_\_ s.f. Types: \_\_\_\_\_

Signs to Remain: # \_\_\_\_\_ Area: \_\_\_\_\_ s.f. Types: \_\_\_\_\_

Proposed Signs: # \_\_\_\_\_ Area: \_\_\_\_\_ s.f. Types: \_\_\_\_\_

Height: \_\_\_\_\_ Joint I.D. \_\_\_\_\_ Balance: \_\_\_\_\_ s.f. Valuation \$: \_\_\_\_\_

Will sign be illuminated? \_\_\_\_\_ Light source concealed? \_\_\_\_\_

Sign Company: \_\_\_\_\_ License #: \_\_\_\_\_ Exp: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

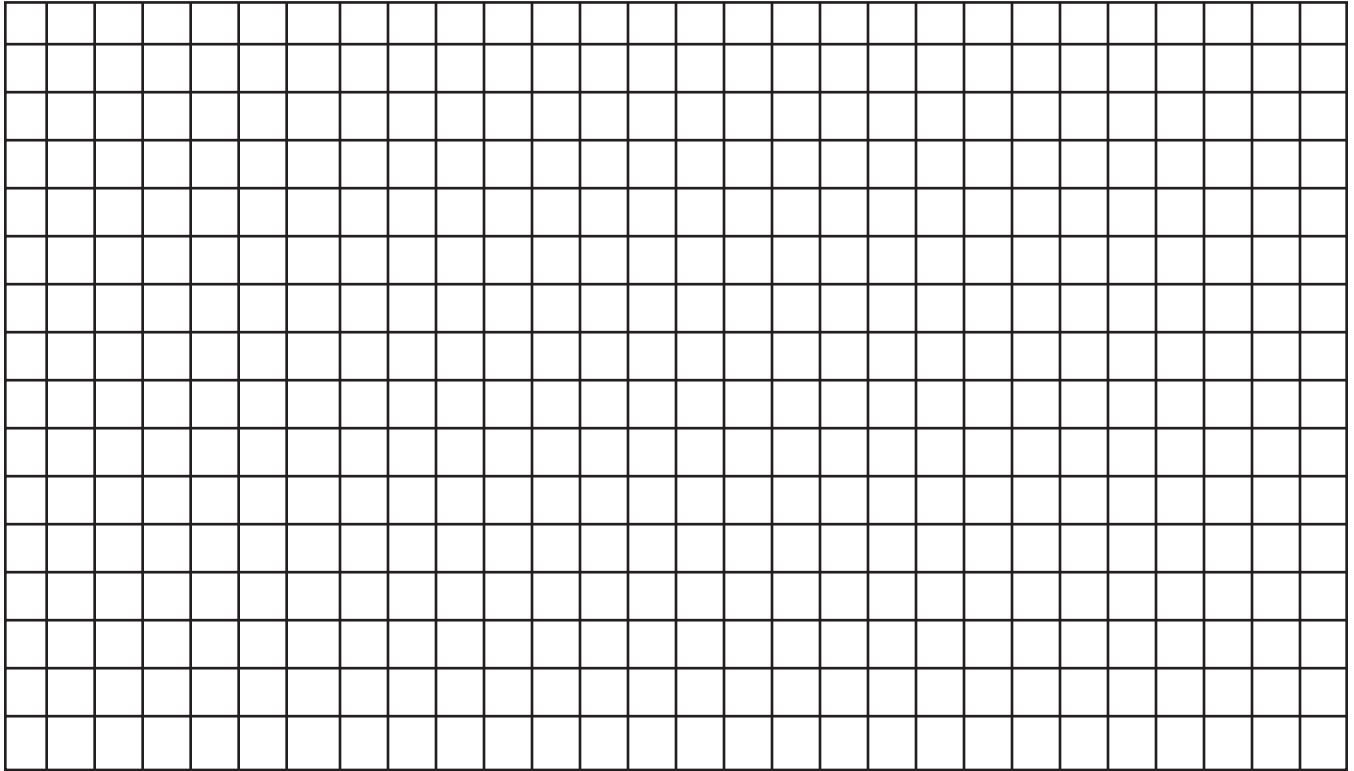
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_

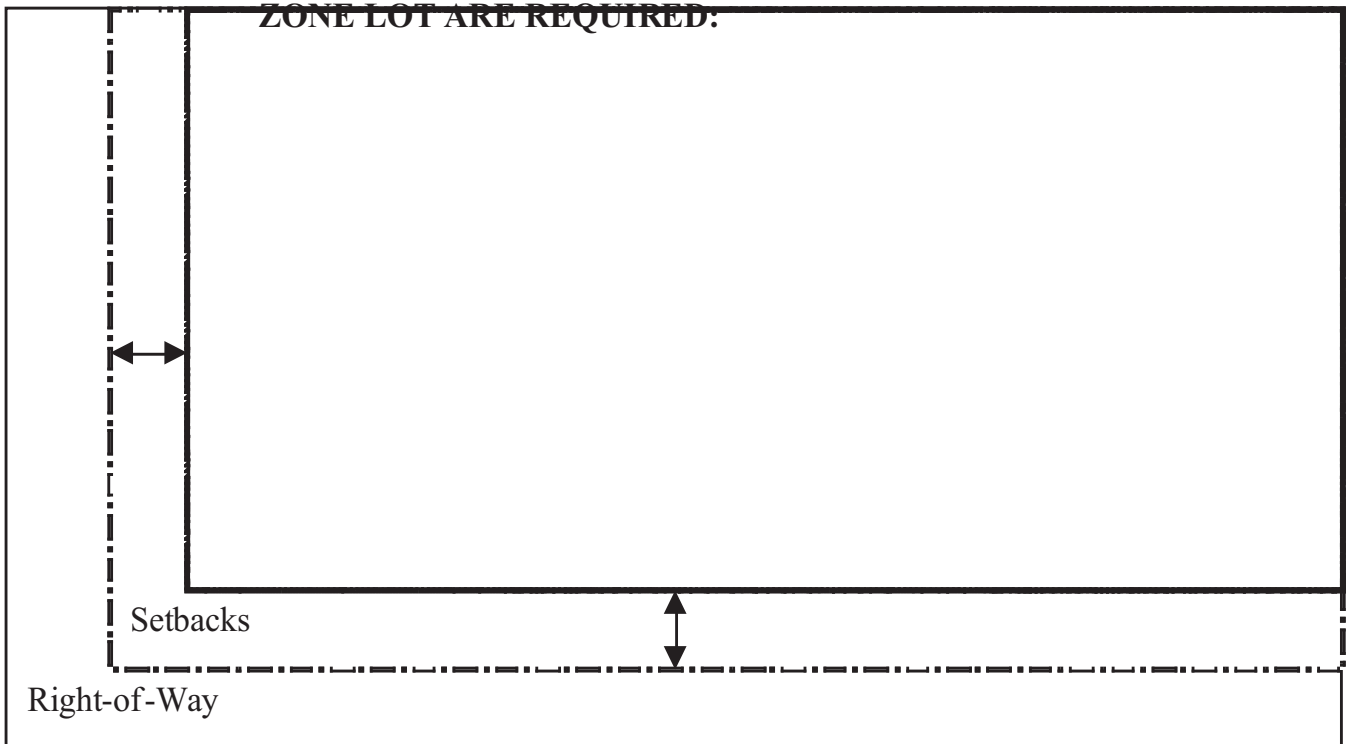
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Owner or authorized representative: \_\_\_\_\_

Draw sign in detail. Show all dimensions and copy.



Site Plan: Location of all structure, existing signs and proposed signs. **DIMENSION OF ALL STRUCTURES AND ZONE LOT ARE REQUIRED.**



A  
V  
E  
N  
U  
E

STREET



Included:  Site Plan  Elevations Plan  Photo Simulations  Other: \_\_\_\_\_