



**Planning & Development**  
11701 Community Center Drive  
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# COMPREHENSIVE SIGN PLAN

## Application Guide

### OVERVIEW

A Comprehensive Sign Plan (CSP) allows for more flexible application of City's sign regulations and provides incentive for latitude in the design and display of multiple signs by encouraging more desirable sign solutions that might not otherwise be permitted in the sign regulations. Signage proposed as part of a CSP may deviate from the standards and requirements of the Unified Development Ordinance (UDO) if approved by the Planning Commission (See Code Requirements on page 3). Deviations may include, but are not limited to, the following:

1. Types and numbers of signs allowed;
2. Maximum sign area;
3. Maximum height of signs;
4. Placement of signs; and
5. Materials and illumination standards.

Any signage not included as part of a CSP is subject to all provisions of the UDO. However, staff encourages applicants of a CSP to include all signage as part of the application in order to provide a better over-all account of signage for the site.

### SUBMITTAL REQUIREMENTS

The owner of any property, or the owners of multiple contiguous properties, may submit an application for a CSP for any residential or nonresidential use. The following application package must be submitted to the Planning and Development Department to commence review. Submittals may be electronic or one (1) paper copy.

- Completed **Application Form** (see attached).
- Application Fee** of \$50.
- Project Description Letter** that summarizes the proposed CSP package and any proposed deviations from the code provisions along with how the proposed signage is consistent with the approval criteria found in Section 11-4-10(j)(3)(B).
- Site Plan**, in 11"x17" format that includes all the following site features:
  - Property lines.
  - Any easements that might impact location of freestanding signs.
  - Existing buildings/structures on the site.
  - Drive aisles and curb cuts.
  - Curb-line of adjacent street and distance of any proposed freestanding sign to the curb.
  - Location of any existing or proposed signage, labeled accordingly. If certain signs are intended to comply with the code, a note can be added indicating such.
  - Location of any signs on adjacent properties.
- Sign Elevations/Drawings**, in 11"x17" format that shows the following:
  - For "Freestanding Signs," include an elevation of the proposed sign(s) including dimensions of height and width of sign structure and total area of sign content. *The City does not regulate content of signage.*
  - For "Wall Signs," include an elevation drawing or photo of the complete building façade identifying the proposed sign location and the dimensions of both the sign and the building or tenant storefront.
  - Include information on illumination of the sign(s).
  - Include all materials proposed for signage.

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- The following table shall be included as part of the “Sign Elevations/Drawings”:

Type of Sign	Measurement:	Sign 1 [Type]		Comments:
		Proposed:	UDO Requirement:	
Wall Sign(s)	Building or Tenant Façade (Sq. Ft.)		N/A	
	Sign Area (Sq. Ft.)			
	Illumination			
Freestanding Sign(s)	Height			
	Area per Face (Sq. Ft.)			
	Setback from Edge of Curb (Ft.)			
	Illumination			

*\* If multiple signs are proposed, repeat “Proposed” and “UDO Requirement” columns and reference the type of sign.*

### PROCESS

- Prior to submittal of a CSP application, you are encouraged, but not required, to contact the Planning Division to schedule a meeting to discuss your proposal.
- A CSP requires review and approval by the Planning Commission.
- Upon receipt of a complete application package as determined by the Planning and Development Department, staff will review the application and may refer it to other departments, as necessary.
- Planning staff will compile all comments and provide a review letter within ten (10) business days of submittal. Subsequent submittals may be required.
- Once all comments have been adequately addressed, the CSP will be scheduled for review by the Planning Commission at its next available meeting. The Planning Commission generally meets on the second and fourth Tuesday of each month, with the exception of holidays or when there is not sufficient business for consideration. Scheduling is typically at least three weeks between when an application is deemed complete and the Planning Commission review date.
- Any decision on a CSP made by the Planning Commission may be appealed to the City Council in accordance with Subsection 11-6-7(d) of the UDO.
- A separate sign permit is required prior to construction/installation of any signage. Only after the CSP has been approved by the Planning Commission can the Building Division release any permits. However, the sign permit may be submitted to the Building Division at any time for during the CSP process for review.
- An approved CSP is valid for one (1) year from the date approved by the city if no signs have been constructed or erected.

### CODE REQUIREMENTS

Section 11-4-10 of the UDO contains the various regulations related to the installation of signage in the City of Northglenn.

Section 11-4-10(j) of the UDO contains all requirements of the Comprehensive Sign Plan process. The following excerpt outlines the approval criteria for CSP applications. The Project Description Letter must address how the CSP application complies with the requirements of this section.

#### **Section 11-4-10(j)(3)(B). Criteria for Approval**

*In making its determination on an application for a CSP, the Planning Commission shall consider:*

- (i) Compatibility, in terms of scale and architectural features, with the site and surrounding area;*
- (ii) Harmony with the character of the neighborhood;*
- (iii) Need for the proposed use;*
- (iv) Impact on the surrounding land uses;*
- (v) General conformance to the purposes of this Sign Code and other ordinances; and*
- (vi) The health, safety and welfare of the inhabitants of the area and City of Northglenn.”*

These requirements can be found at [www.northglenn.org/municode](http://www.northglenn.org/municode).



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Application

## PROJECT INFORMATION

Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of sign(s) proposed:  Wall  Freestanding  Joint Identification  Temporary  Other: \_\_\_\_\_

*Attach to this application a Project Description Letter that describes in detail the proposed signage included in the CSP application along with a site plan and sign elevations/drawings.*

## PROPERTY OWNER(S) INFORMATION

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

Company (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## AUTHORIZED AGENT (If other than owner)

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

Company (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s)' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### **STAFF USE ONLY:**

Case Number:

\_\_\_\_\_

Date Application Received:

Case Number: _____
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Date Application Received:          
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