



#### Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

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[northglenn.org](http://northglenn.org)

## SIGN PERMIT APPLICATION

### Application Guide

## OVERVIEW

The City of Northglenn Sign Code (within Chapter 11 of the Municipal Code, [www.northglenn.org/municode](http://www.northglenn.org/municode)) promotes economic vitality for business, other non-residential uses and multi-family development in the community through consistent but flexible guidelines. This sign application guide is intended for the following uses: multi-family residential, business retail or service, office, institutional and industrial. This guide contains information intended to help customers understand Northglenn's Sign Code and when a sign permit is required.

The attached application form must be completed and submitted to the Building Division of the City's Planning & Development Department. Prior to approval of a sign permit, the Planning Division staff will review the site plan and elevation plans of the proposed signage for compliance with the regulations in the City's Sign Code. Additionally, the Building Division staff will review the signage for compliance with all applicable building code requirements, including but not limited to structural and electrical review.

There are two types of signs allowed in the city: permanent and temporary. Permanent signs are any sign with a structure that is permanently placed or affixed to a building or in the ground. Temporary signs are used only for regulated periods of time and are not permanently mounted.

## SUBMITTAL REQUIREMENTS

The attached application must be completed to acquire a sign permit. The following information will be requested as part of the application:

1. Names and addresses of the applicant and owners of the sign.
2. The address where any signs are to be erected.
3. Type of sign (e.g. wall sign, monument sign, temporary sign, etc).
4. Valuation of the sign.
5. An illustration of the sign, showing all dimensions.
6. For freestanding signs, provide a site plan showing the sign location, other significant structures on the site, property lines, sidewalks and bike paths, and the distance from the curb to the sign.
7. For wall signs, show a drawing or photo of the complete building façade that includes the proposed sign location and the dimensions of both the sign and the building or tenant storefront.
8. Applicant and tenant/owner signature on the application indicating that the sign(s) comply with all the requirements of the Sign Code.

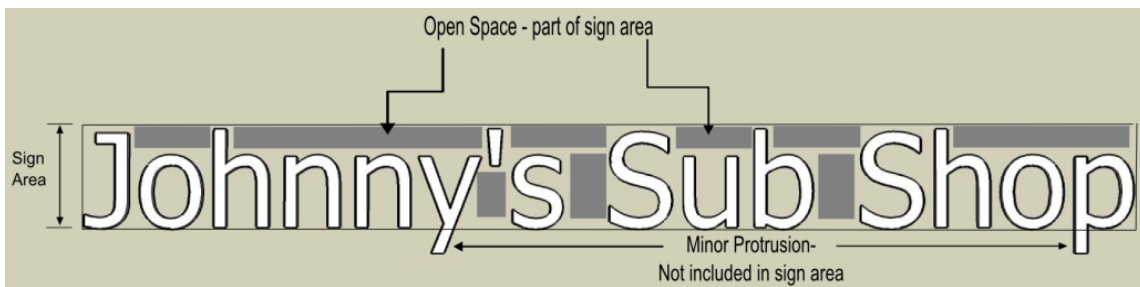
## WHEN IS A SIGN PERMIT REQUIRED?

The majority of non-residential signs require a sign permit whether it is permanent or temporary. The following information outlines when a permit from the city is required and the performance standards that need to be met prior to the city approving the permit.

## PERMANENT NON-RESIDENTIAL SIGNAGE

Wall Signs		
Building or Tenant Façade (Sq. Ft.)	Allowed Sign Area (Sq. Ft.)	Max. Sign Area (Sq. Ft.)
≤250	N/A	25
251-1,000	10% of building or tenant façade	100
1,001-2,500		225
2,501-5,000		400
5,001+		450

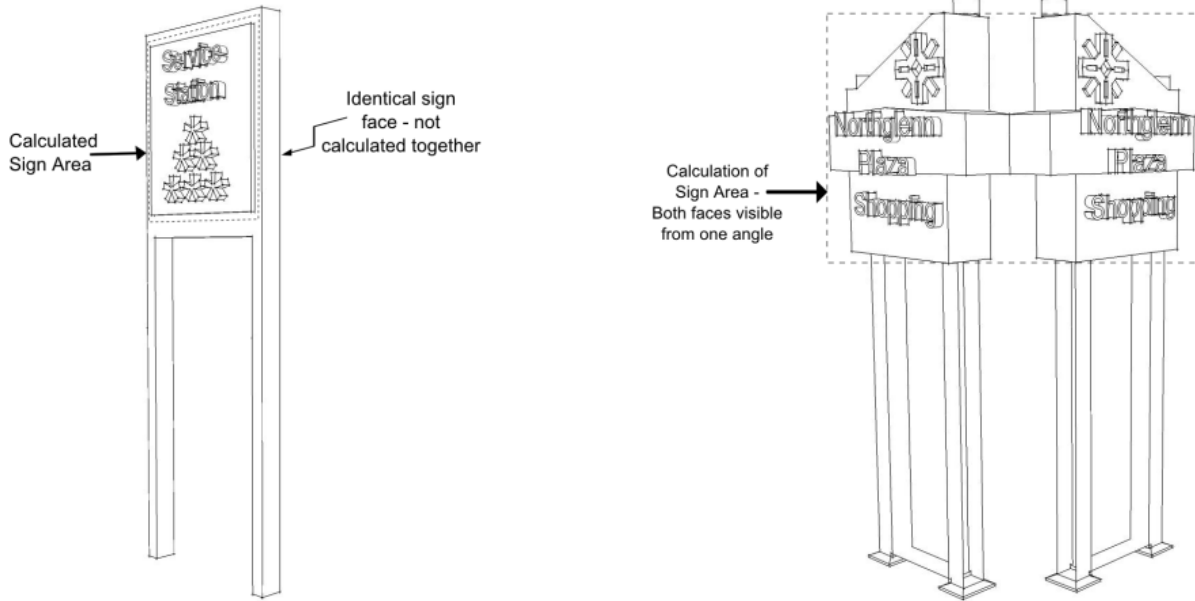
How to calculate the area of a wall sign:



How to calculate the building or tenant façade area:



Freestanding Signs					
Building Square Footage	Max. Area per Face (Sq. Ft.)	Max. Height	Setback	Monument Sign Max. Area per Face (Sq. Ft.)	Monument Sign Max. Height
0-10,000	36	25'	10' from edge of curb	45	8'
10,001+	60	30'		75	



*Joint Identification Signs					
Site Size (Sq. Ft.)	Max. Area per Face (Sq. Ft.)	Max. Height	Setback	Monument Sign Max. Area per Face (Sq. Ft.)	Monument Sign Max. Height
0 – 10,000	50	25'	10' from edge of curb	62.5	8'
10,001 – 20,000	100			125	
20,001 – 40,000	150			187.5	
40,001 – 80,000	200			250	
80,001 – 160,000	250	30'		312.5	
160,001+	300	40'		375	

\* Joint identification signs shall be used for those businesses in non-residential zones that have two (2) or more businesses sharing a building. Individual freestanding signs shall not be permitted in these cases.

## TEMPORARY NON-RESIDENTIAL SIGNAGE

Temporary Non-residential Signs				
Sign Type	Max. Area Per Sign Face (Sq. Ft.)	Max. Sign Height	Number Allowed	Permit Required
Wall Banner	36	N/A	2	Yes
Pole Banner/Wind blade	36	15'	4	Yes
Freestanding Banner	36	8'	2	Yes
Portable/A-frame/ Sandwich Board	8	8'	2	Yes
Sign Spinner	12	6'	2	Yes
Signs on Projects While Under Construction	96	10'	*1	Yes
Election Season Signs – Small	3	8'	3	No
Election Season Signs – Large	18	8'	2	No
Weekend Signs	6	8'	2	No

*\*1 sign for each subcontractor, real estate affiliate, or development partner associated with the project*

- There shall be no more than four (4) permitted temporary signs allowed per parcel at one time.
- Placement of such signs shall not exceed one hundred and twenty (120) days per business in a calendar year. Permits shall be issued with a minimum of fifteen (15) consecutive days and a maximum of sixty (60) consecutive days used in a time block.
- Temporary signs shall not be illuminated.
- Sign(s) shall be set back a minimum of ten (10) feet from the edge of curb. In no case shall a sign be placed in the right-of-way or obstructing and vision triangle.
- Sign(s) may not be located to interfere with pedestrian, bicycle or vehicle traffic.
- Sign(s) must be anchored to the ground or weighted sufficiently to prevent movement by wind.

*For Residential Signage see Section 11-4-10(h & i) of the city's Municipal Code ([www.northglenn.org/municode](http://www.northglenn.org/municode))*



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# SIGN PERMIT APPLICATION

Planning and Development Department

DATE RECEIVED:

PERMIT NUMBER:

## SIGNAGE INFORMATION

ADDRESS OF PROPOSED SIGNAGE: \_\_\_\_\_

BUSINESS/TENANT NAME: \_\_\_\_\_

TYPE OF SIGN PROPOSED:  Wall Sign  Freestanding Sign  Joint Identification Sign  Temporary  Other: \_\_\_\_\_

SIGN VALUATION: \_\_\_\_\_

TYPE OF WORK:  New  Alteration or replacement  Relocation EXISTING ELECTRICAL:  Yes  No

SIGN FEATURES:  Direct Illumination  Indirect Illumination  Internal Illumination  Electronic Message Sign (LED or Digital)

FOR WALL SIGNS: # of signs: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

Area of Wall Façade: Length of tenant space: \_\_\_\_\_ Height of wall (to top of parapet): \_\_\_\_\_ Area: \_\_\_\_\_

FOR DETACHED SIGNS: # of signs: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

Height of Structure: \_\_\_\_\_ Distance from Edge of Curb: \_\_\_\_\_ (Sign cannot encroach into ROW)

FOR TEMPORARY SIGNS: Date Erected: \_\_\_\_\_ Date Removed: \_\_\_\_\_ (Cannot exceed 120 days per calendar yr.)

Type:  Wall Banner  Pole Banner/Wind Blade  Freestanding Banner  A-frame  Sign Spinner  Construction Signage

# of signs \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Dist. from Edge of Curb: \_\_\_\_\_

## PROPERTY OWNER(S)/TENANT INFORMATION

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

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

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

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

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

## AUTHORIZED AGENT

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

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

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

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

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

## ELECTRICAL CONTRACTOR (IF ANY ELECTRICAL WORK IS PROPOSED)

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

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

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

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

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

PERMANENT SIGNS

PERMANENT SIGNS



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## OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all information 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/Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**STAFF USE ONLY:**

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