

APPLICATION PROCESS & GUIDELINES

FOR

AWNINGS in DOWNTOWN BOULDER

Application Process

Submit all applications for awning, lights, patio, signs, TOGETHER as a complete package. It may take up to two months to secure a permit.

1. **Complete a Revocable Right-of-Way permit application, and pay non-refundable application fee.**

Provide 4 sets of to-scale drawings showing

- exact awning dimensions
- how awning is attached to the building
- photos of awnings on adjoining buildings

Provide material/color samples

*Building Services Center
1739 Broadway, 3rd floor
303.441.1880*

2. **Complete a sign application if there is lettering or a graphic on the awning**

Lettering and graphics count towards total allowable sign area.

*Brett Weideman
Building Services Center
1739 Broadway, 3rd Floor
303.441.3346*

3. **Meet with Downtown Management Commission and Landmarks (if in the Downtown Historic District – see attached map)**

Call to schedule a review. A Landmarks staff person will also attend this meeting.

Meetings are usually held the first and third Tuesdays of each month.

*Downtown Management Commission
303.413.7315
Landmarks 303.441.4293*

4. **Permit Issued**

Following approval by Sign Code Office, Landmarks, Downtown Management Commission, and other appropriate city departments, your application will be routed to Building Services where a Right-of-Way permit will be issued. A staff member will call when the permit is ready for pickup and payment.

You must also apply separately for a construction permit

*Building Services Center
1739 Broadway – 3rd floor 303.441.1880*

Guidelines

Awnings:

- Should fit the storefront opening and emphasize building proportions
- Should not obscure or damage important architectural building details
- Should align with others on the block
- Should be mounted to align with top edge of transom or fit framing between clerestory and display windows
- Color should coordinate with the color scheme of entire building
- May be of flexible materials or fixed, however, operable fabric awnings are preferred
- create a visual interest to the building, provide shade, and add variety to the streetscape
- Should be positioned to emphasize special shapes or details of the façade, draw attention to an entry, or emphasize a display window

City code requires a minimum of 8' vertical clearance from sidewalk

Revocable Permit Required:

- To install an awning over the public right-of-way – Contact Building Services Center
- For retractable awnings contact Building Services for windload calculations

Awning with Letters or Graphics:

- 1 sq ft of lettering/graphic space for every linear foot length of awning parallel to building
- in most cases, one awning sign is allowed per building