

# APPLICATION PROCESS & GUIDELINES

## FOR LIGHTS in DOWNTOWN

### 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 for lights.**

1. **If lights protrude into the public right of way, complete a Revocable Right-of-Way permit application and pay non-refundable application fee.**

**Provide 2 sets of to-scale drawings with your Revocable Right-of-Way application, and bring 2 sets to the DMC/Landmarks meeting.**

**Drawings must show:**

- exact dimensions of the lights
- their location on the building
- how they are affixed to the building
- photos of lights on adjoining buildings

**Provide material and color samples.**

*Building Services Center  
1739 Broadway, 3<sup>rd</sup> floor  
303.441.1880*

2. **Meet with Planning Department**

for a conceptual review.

*Robert Myers, Planning Department  
Building Services Center  
1739 Broadway, 3<sup>rd</sup> floor  
303.441.3138*

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 Planning, 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.

*Building Services Center  
1739 Broadway – 3<sup>rd</sup> floor  
303.441.1880*

### Guidelines

External lighting:

- Must be shielded from pedestrian view
- Must not cover important architectural details, but rather highlight those details
- Light levels may not overpower the façade or other signs
- Must comply with the Historic Preservation standards found in Chapter 10-13 of the Boulder Revised Code (Landmarks, 303.441.4293)

Internal lighting:

- An internally lit sign is discouraged because it may form masses of light which when viewed in groups, can be unpleasant
- By coordinating the lighting intensity, color, sign placement and display window design, an entire storefront can become an effective sign