

APPLICATION PROCESS & GUIDELINES

FOR SIGNS 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 sign permit.

1. **Complete a Sign Code application. If sign protrudes into the public right of way, also complete a Revocable Right-of-Way application and pay non-refundable application fee.**

Provide 2 sets of drawings with your Revocable Right-of-Way application, and bring 2 sets to the DMC/Landmarks meeting. Drawings must show:

- exact sign dimensions
- placement of sign on the building
- how it is affixed to the building
- all other signs, awnings, lights, patio railings on the building
- photos of signs on adjoining buildings

Provide material and color samples.

Applications are automatically routed to other appropriate city departments such as the Sign Code Office.

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

2. **Meet with Downtown Management Commission and Landmarks (if in the Downtown Historic District).**

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*

3. **Permit Issued**

Following approval from the Sign Code office, Downtown Management Commission, Landmarks, and other appropriate city departments, your application will be routed back to Building Services where a permit will be issued. A staff person will call you when the permit is ready for pickup and payment.

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

Guidelines

Signs should:

- Be designed as an integral part of the building
- Not cover important architectural details
- Align with other signs on the block
- Be positioned to emphasize special shapes or details of the façade, draw attention to the entry, or emphasize a display window
- Be aligned or organized in a directory when several businesses share a building
- Be designed in simple, straight-forward shapes
- Must comply with the Historic Preservation Standards found in Chapter 10-13 of the Boulder Revised Code (Landmarks, 303.441.4293)

Sign Code

Projecting Signs:

- Distance between signs: 25'
- One sign per building face
- Projecting distance from building: 3' max
- Max sign size: 9 sq ft per face
- Vertical clearance from sidewalk: 8' min
- Height: 12' max to top of sign
- May require revocable right-of-way permit (see Building Services Center staff)

Suspended Signs:

- Distance between signs: 15'
- Max size: 5 sq ft per face
- Vertical distance from sidewalk: 8' min
- May require revocable right-of-way permit (see Building Services Center staff)

Wall Signs:

- Cannot exceed 70% of total wall length per tenant space
- Height: Single line of copy: 24" max
Multiple lines of copy: 32" max
Overall sign height: 25' max to sign top
- Sign area: multiply linear frontage of tenant space by 1.25 for allowed sign sq ft