

December 28, 2010

***Larimer County Planning & Building
Dept. Procedural Guide for
NON-RESIDENTIAL
DISTRICT SIGNAGE
Information and Requirements***



PURPOSE:

The purpose of the Sign Code is to protect the health, safety and welfare of the public; to provide the public and property owners with an opportunity for safe and effective identification of uses and locations within the county; and to avoid clutter and protect and maintain the visual appearance and property values of the agricultural, residential, business, commercial and industrial areas of the county.

APPLICABILITY:

These regulations apply to all land in unincorporated Larimer County except the Estes Valley as shown on the map in the Technical Supplement to the Land Use Code.

All permanent signs in Non-Residential Districts (**A-Accommodations, T-Tourist, B-Business, C-Commercial, I-Industrial, I-1 Industrial zoning districts, and areas of the AP-Airport and PD-Planned Development zoning districts approved for non-residential uses**) are subject to the Land Use Code Section 10.13.D Non-Residential Property Sign Inventory Form and Section 10.11 Standards for Non-Residential Districts.

PROCEDURE:

Sign Permit:

A sign permit issued by the County Building Department is required prior to the placement of any sign in unincorporated Larimer County except those signs identified in Land Use Code Sections 10.6 Signs Not Requiring a Sign Permit, Section 10.5 Prohibited Signs. **PERMITS WILL NOT BE FINALIZED UNTIL THE SIGN HAS RECEIVED ALL REQUIRED INSPECTIONS.**

Sign Inventory Form: A completed Sign Inventory Form shall be submitted for all non-residential properties for all permanent signs in non-residential districts as follows:

10.13 D. Non-Residential Property Sign Inventory Form.

1. A sign inventory form shall be submitted prior to or concurrent with the issuance of a sign permit for any permanent sign in a nonresidential district.
2. The form can include a graphic representation or photos showing all existing and/or proposed signage for the subject property.
3. Properties and uses subject to the site plan requirement in Section 6 of the Larimer County Land Use Code may include a sign inventory form as part of the site plan review process.

FLAGS AND FLAG POLES:

Flag Poles require a building permit, flags individually, without a pole, generally do not require a permit. See Section 10.6 and Section 10.15.

GENERAL SIGN REGULATIONS (Section 10.2):

- A. Section 10 shall apply to all signs in all zoning districts including signs not requiring a sign permit, except for official government signs, street name signs and bus stop signs.
 - B. Signs may not be placed on or over public roads or rights-of-way, or in road and access easements except for utility warning signs.
 - C. Sight triangle standards are contained in both the Larimer County Rural Area Road Standards Section 4.3.2.3, Section 4 of the Colorado State Highway Access Code, and the Larimer County Urban Area Street Standards Section 7.4.1. Signs must be outside of the sight triangle and any right-of-way line for any road. For details on the sight triangle, see the exhibit in this packet and the sections listed above.
 - D. Any light used to illuminate a sign must be oriented to reflect light away from nearby residential properties and away from the vision of passing motorists and pedestrians. See also Section 8.4.5.B.6 regarding wildlife development standards for exterior lighting.
 - E. All signs must be permanently affixed or attached to the ground or to a structure, except for those temporary signs and vehicle signs that are specifically allowed in this chapter 10.
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NONCONFORMING SIGNS (Section 10.14): - A non conforming sign is a sign that does not meet one or more of the requirements in Section 10 but which was erected in conformance with any adopted standards and procedures in existence at that time.

- A. A nonconforming sign shall not be:
 - 1. Structurally or physically changed to another nonconforming sign, although its content may be changed;
 - 2. Structurally or physically altered in order to prolong the life of the sign, including a change from the original materials of the sign, except to meet safety requirements;
 - 3. Altered so as to increase the degree of nonconformity of the sign
 - B. All nonconforming signs on a property must be brought into conformance with this section 10.0 when:
 - 1. a change of use, as defined in the Land Use Code, occurs on the property;
 - 2. a new sign is added to the property; or
 - 3. a change to any sign except in the content of a sign occurs on the property; or
 - 4. an extension of non-conforming sign agreement has expired.
 - C. If the conditions listed in 10.14.B have not been met, a non-conforming sign can remain on a property with an extension of non-conforming sign agreement signed by the owner of the property. An extension agreement allows an owner to keep a non-conforming sign for seven years from the date of a change on the property or until an appeal for the sign(s) has been approved by the Board of County Commissioners.
 - D. A nonconforming sign shall not be re-established after damage or destruction if the estimated cost of reconstruction exceeds 50 percent of the appraised replacement cost.
 - E. A nonconforming sign and sign structure shall be removed from a property in the event that the sign is blank or displays obsolete advertising material for a period 12 consecutive months.
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ILLEGAL SIGNS: Signs that are not non-conforming and that have not been permitted shall be brought into conformance with Land Use Code Section 10 Sign requirements or removed from the property prior to issuance of a sign permit.

NON-RESIDENTIAL PROPERTY SIGN INVENTORY FORM INSTRUCTIONS

- **The Inventory Form can be completed by a tenant, owner, or sign contractor. The owner, tenant, or applicant is responsible for assuring that the project meets the requirements and standards of the Land Use Code and the County Zoning District(s) for the subject property.**
- **Inventory Forms may be submitted on any working day in person, by fax, or by email to the Planning Department.**
- **Please fill out both sides of the form completely, include all existing and proposed signs. If a section of the form does not apply to your project, please write N/A or “not applicable” on the form in the section.**
- **If necessary, a space to draw the property and signage is provided on the back side of the form. A property drawing is not required.**
- **Photos of existing signage can be submitted for the inventory. Photos should include dimensions, size, location, direction, illumination, number of sides, wall or freestanding, letter associated with the sign and other information as indicated on the inventory form.**
- **If additional spaces are needed on the form, please use an additional form and submit both for the property.**

THE FOLLOWING CONDITIONS WILL APPLY TO ALL APPROVED, PERMITTED SIGNS:

1. Any damage to existing curbs, gutters, sidewalks, landscaping, structures, fences, trees or other similar improvements resulting from the construction/installation of a sign(s) shall be replaced or restored in like kind at the expense of the contractor/applicant prior to the issuance of a letter of completion by the County Building Department.
2. Upon completion of the construction/installation of a sign(s), the contractor/applicant shall be clean and restore the site to a condition equal to, or better than, that which existed prior to the construction/installation of the sign(s).
3. Signs placed in an easement that conflicts with the prescribed use of the easement, either at time of construction or after the construction of such signs, are subject to their removal at the cost of the property owner (sign owner) if said sign(s) prohibits or hinders the legal use of the easement. The allowed user(s) of existing easements shall not be responsible for the repair or replacement of any signs that are removed, damaged or destroyed in conjunction with the installation or maintenance related to the permitted use of the easement.
4. Any utilities illustrated on the proposed plans are approximate when shown on the drawings. It is the responsibility of the contractor/applicant to contact the Utility Notification Center of Colorado (UNCC) to have all registered utility locations marked. Other unregistered utility entities are to be located by contacting the respective utility representative. Utility service laterals are also to be located prior to beginning excavations or grading. If it is necessary to relocate any existing utilities, it shall be the responsibility of the contractor/applicant to coordinate said relocation.
5. Until construction of a sign is complete the contractor/applicant shall be responsible for insuring that no mud or debris is tracked onto existing public streets. Any mud or debris tracked onto a public street as the result of sign construction must be removed within 24 hours by an appropriate mechanical method.
6. During construction/installation of signs the contractor/applicant shall be responsible for all aspects of safety including, but not limited to, excavation, trenching, shoring, traffic control, and security.

Larimer County Non-Residential property Sign Inventory Form

Parcel #	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Address	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
	Tenant space	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Main Contact?
Owner		Phone Number	Yes No
Tenant		Phone Number	Yes No
Sign Company		Phone Number	Yes No
Contractor License #	Other Information		

Existing Building	Other Building information?
How many sides front on roads?	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Longest side, How many linear feet?	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Additional side, linear feet?	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Proposed Signs								
* If double faced, multiply the sign area by 2								
	Text	Dimensions	Sign Area*	Height	Setback	Double or Single face	Location	Illuminated
WALL								Yes No
WALL								Yes No
FREESTANDING						double single		Yes No
FREESTANDING						double single		Yes No
OTHER						double single		Yes No
OTHER						double single		Yes No
TOTAL SIGN SQ. FT. USED			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					

Existing Signs								
* If double faced, multiply the sign area by 2								
	Text	Dimensions	Sign Area*	Height	Setback	Double or Single face	Location	Illuminated
WALL								Yes No
WALL								Yes No
FREESTANDING						double single		Yes No
FREESTANDING						double single		Yes No
OTHER						double single		Yes No
OTHER						double single		Yes No
TOTAL SIGN SQ. FT. USED			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					

Signs to be removed				
Text	Dimensions	Sign Area	Type	Location
			wall freestanding- double or single face	
			wall freestanding- double or single face	
TOTAL SIGN SQ. FT. REMOVED				

Any face changes or cabinet changes?	Yes	No		
Which sign(s)?				
Text	Dimensions	Sign Area	Type	Location
			wall freestanding- double or single face	
			wall freestanding- double or single face	
Please Describe as necessary:				

Awning or other signs?	Yes	No		
Which sign(s)?				
Text	Dimensions	Sign Area	Type	Location
			wall freestanding- double or single face	
			wall freestanding- double or single face	
Please Describe as necessary:				

Diagram of Property & Signs:

include buildings, roads, location of existing and proposed signs, setbacks from property lines for freestanding signs

Sign square footage calculation		
Longest building Linear frontage (direction and length)		Longest building frontage X 2 sq. ft for first 200', then 1 sq. ft. for every additional LF.
Total Sign square footage allowed		
Existing SF used		
Proposed SF used		
Remaining signage balance		
Associated permits and other information		

SIGN PERMIT INFORMATION:

- A sign permit is required from the Larimer County Building Department for each sign in a nonresidential district.
- Applications for sign permits may be submitted to the Larimer County Building Department at any time. All sign permits will be issued by the Larimer County Building Department.
- Sign permit applications will not be finalized by the Larimer County Building Department until the Sign Inventory Form has been submitted.
- Sign permits will be not issued for signs that are not in conformance with the Larimer County Sign Code.

The submittal requirements for a sign permit are as follows:

- ☒ A Sign Permit application form provided by the Larimer County Building Department.
- ☒ Three copies of a scale drawing of the proposed sign showing dimensions to the nearest inch with area calculations shown on the drawing.
- ☒ Three copies of a plot plan showing the location of a sign on the property and its setbacks to property lines, drawn to scale.
- ☒ Sight triangle standards are contained in both the Larimer County Rural Area Road Standards Section 4.3.2.3, Section 4 of the Colorado State Highway Access Code, and the Larimer County Urban Area Street Standards Section 7.4.1. Signs must be outside of the sight triangle and any right-of-way line for any road. For details on the sight triangle, see the exhibit in this packet and the sections listed above.
- ☒ A description of the sign illumination. Illumination information may be shown on the scale drawing of the proposed sign. Refer to General Sign Regulations.
- ☒ \$85 An application fee. **Remaining fees are due at sign permit issuance.** **ONE PERMIT & FEE FOR EACH SIGN**
- ☒ Foundation drawings for free standing and monument signs shall show pier size (depth & diameter) and type and size of the post supports. Overall height of freestanding and monument signs is required.
- ☒ New awning and canopies require structural plans sealed by a Colorado Licensed Engineer or Architect.
- ☒ **All signs are to receive inspections from the Building Department. Freestanding signs shall have a setback, footing, possible foundation, electrical if applicable, and a final building inspection. IT IS THE APPLICANT'S RESPONSIBILITY TO CALL FOR AN INSPECTION AND COMPLETE THE BUILDING PERMIT. Flush wall signs require a possible electrical inspection and a required final building inspection. Electrical permits and inspections must be obtained concurrently with the sign permit from the State of Colorado.**



www.larimer.org

Building Department

200 W. Oak Street

3rd Floor

Fort Collins, CO 80521

970-498-7700 Office

Building Permit #

**Larimer County Application
for Sign Permit**

Inspection Request 970-498-7697

or visit www.larimer.org/fasttrack

**3 COPIES OF COMPLETE
SIGN APPLICATION
MATERIALS REQUIRED
FOR SUBMITTAL.**

Complete all applicable areas

Parcel Number _____ - _____ - _____

Job Site Address _____ City _____

Lot _____ Block _____ Subdivision Name _____

Property Owner Name _____

Address _____ City _____ Zip _____

Phone # _____

Lessee/Tenant Name _____

Phone # _____

Contractor Name & License # _____

Address _____ City _____ Zip _____

Phone # _____

Contractor Business Name & License # _____

Address _____ City _____ Zip _____

Phone # _____

Sign Type: Wall Mounted ☐ Free Standing ☐ Monument ☐ Awning ☐ Canopy ☐

*Note: New structural awnings and canopies require wet stamped drawings by Colorado architect/engineer

Temporary Const/Marketing: Banner ☐ Pennant ☐ Balloons ☐

Temporary Signs: Start Date ____ / ____ / ____ End Date ____ / ____ / ____

Size – Sq. Ft.	Dimension	Height	Setback

Sign Text:

Engineered Foundation Plans: Yes ☐ No ☐

Electrical Installed: Yes ☐ No ☐ **Illuminated:** internally lit ☐ externally lit ☐

Total Valuation of Sign \$ _____

I certify this application is true and correct and agree to perform the work described according to approved plan/specifications and comply with Larimer County Land Use Code, state electrical code, and adopted building codes. Additionally, **I UNDERSTAND AND AGREE THE OWNER IS RESPONSIBLE FOR ANY WORK COMMENCED ON THE PROPERTY AND FOR ANY FEES AND EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS, AND OTHER FEES ASSOCIATED WITH THIS APPLICATION.**

Name of Applicant (print) _____

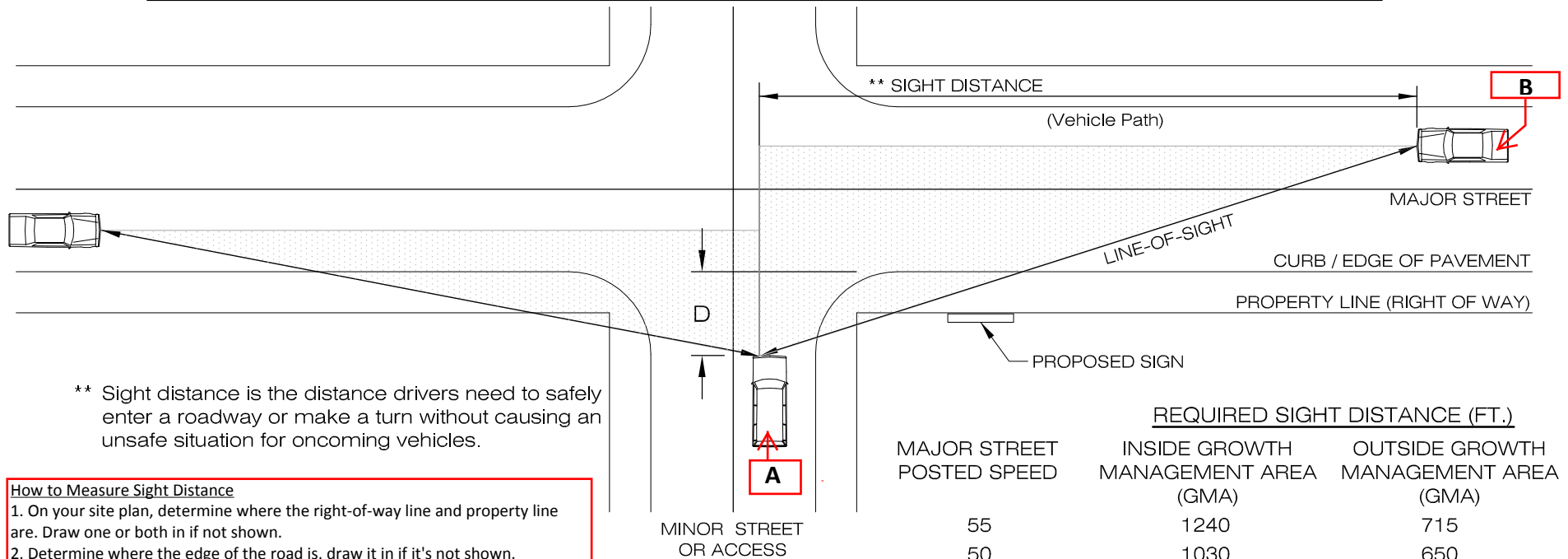
Signature _____ Date _____

OFFICE USE ONLY

S-T-R _____ / ____ / ____

Received by: _____ Date: _____ Submittal Fee Paid _____ - _____

SIGHT DISTANCE AT INTERSECTIONS AND ACCESSES FOR SIGN INSTALLATION



** Sight distance is the distance drivers need to safely enter a roadway or make a turn without causing an unsafe situation for oncoming vehicles.

How to Measure Sight Distance

1. On your site plan, determine where the right-of-way line and property line are. Draw one or both in if not shown.
2. Determine where the edge of the road is, draw it in if it's not shown.
3. Determine distance "D" as shown in the diagram, either 10 or 13 feet from the edge of the road (see notes 3 & 4).
4. Determine "Sight Distance" based on the chart to the right and the speed of the Major Street.
5. On your plan, draw the "Line of Sight" between the entering vehicle (A) and the approaching vehicle (B) as shown on the diagram. These measurements create the "Sight Triangle."
6. The location of your sign should be outside of the sight triangle and the right-of-way line. Change the location of the sign as needed.

MAJOR STREET POSTED SPEED	REQUIRED SIGHT DISTANCE (FT.)	
	INSIDE GROWTH MANAGEMENT AREA (GMA)	OUTSIDE GROWTH MANAGEMENT AREA (GMA)
55	1240	715
50	1030	650
45	830	585
40	660	520
35	520	455
30	310	390
25	260	325
20	210	---

- NOTES:
1. The sign must be outside of the road right-of-way (or easement) AND outside of the sight triangle line (aka - Line-of-Sight).
 2. Sight distance is measured from a height of eye at 3.50 feet on the minor road to a height of object at 4.25 feet on the major road.
 3. Inside the Growth Management Area, distance "D"=10.0 feet if entering onto a local road. Distance "D"=13.0 feet in all other cases (such as entering onto a collector or arterial).
 4. Outside the Growth Management Area distance "D"=10.0 feet in all cases.
 5. Contact the Larimer County Engineering department (970-498-5700) for additional guidance if:
 - The major street is on a noticeable slope or hill.
 - Multi-unit trucks will use the access on a regular basis.
 - The major street is a multi-lane roadway (values shown here only apply to 2 lane roads).
 - Intersection is skewed
 - Additional information is needed other than what is specified on this sheet.