

November 8, 2010

**Larimer County Planning & Building
Dept. Procedural Guide for
RURAL AND RESIDENTIAL
DISTRICT SIGN PERMITS -
Information and Permit 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.

Signs in Residential Districts (FA-Farming, FA-1 Farming, FO-Forestry, FO-1 Forestry, E-Estate, E-1Estate, RE-Rural Estate, RE-1 Rural Estate, R-Residential, R-1 Residential, R-2 Residential, M-Multiple Family, M-1 Multiple Family and AP-Airport zoning districts; the O-Open zoning district located within a Growth Management Area (GMA) overlay zoning district of Larimer County or the LaPorte Plan Area; and areas of the PD-Planned Development zoning district which have been approved for residential use) are subject to Land Use Code Section 10.9 Standards for Residential Districts.

Signs in Rural Districts (The O-Open zoning district located outside a Growth Management Area (GMA) overlay zoning district of Larimer County, and located outside the LaPorte Plan Area) are subject to Land Use Code Section 10.10 Standards for Rural Districts.

SIGN PERMIT REQUIRED:

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.

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.

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 Signs or removed from the property prior to issuance of a sign permit.

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 site triangle and any right-of-way line for any road. For details on the site 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.

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.

RURAL & RESIDENTIAL DISTRICT SIGN PERMIT SUBMITTAL REQUIREMENTS:

(Please note: A sign permit from the Larimer County Building Department is required for each sign on the property.)

- A **Sign Permit application** form provided by the County Building Department.

- Three copies** of a scaled drawing of the proposed sign showing dimensions to the nearest inch with area calculations shown on the drawing.

- Three copies** of a plot plan, drawn to scale, showing the proposed location and orientation of the sign. The Plot Plan must also include the following:
 - North Arrow and drawing scale
 - Property lines of the parcel upon which the sign(s) are to be located.
 - All easements and rights-of-way of record that may affect or be affected by the location of the proposed sign.
 - The location of all existing signs on the property.
 - Footprint of the building upon which, or in front of which, the sign is to be erected, including setbacks of the building from the property lines.
 - Any other improvements which affect the location of the sign, such as parking lots, driveways, sidewalks, landscape areas, etc. including other signs on the same building or premise.
 - 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 site triangle and any right-of-way line for any road. For details on the site triangle, see the exhibit in this packet and the sections listed above.

- A **description of the sign illumination** (refer to General Sign Regulations above and Section 10.6 Prohibited Signs). All signs in residential and rural districts shall be unlit or indirectly illuminated. All lighting shall be aimed and/or shielded to insure that no direct light is seen upon any nearby street or upon any nearby residential property. Illumination information may be shown on the scale drawing of the proposed sign.

- \$85 An application fee. Remaining fees are due at sign permit issuance. **ONE PERMIT PER SIGN ADDITIONAL FEES BASED ON THE VALUE OF THE SIGN WILL APPLY**

- Foundation drawings** for free standing and monument signs shall be provided. Plans shall show pier size (depth & diameter) and type and size of the post supports. Overall height of freestanding and monument signs is required.

NOTE:

- 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.



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

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) _____

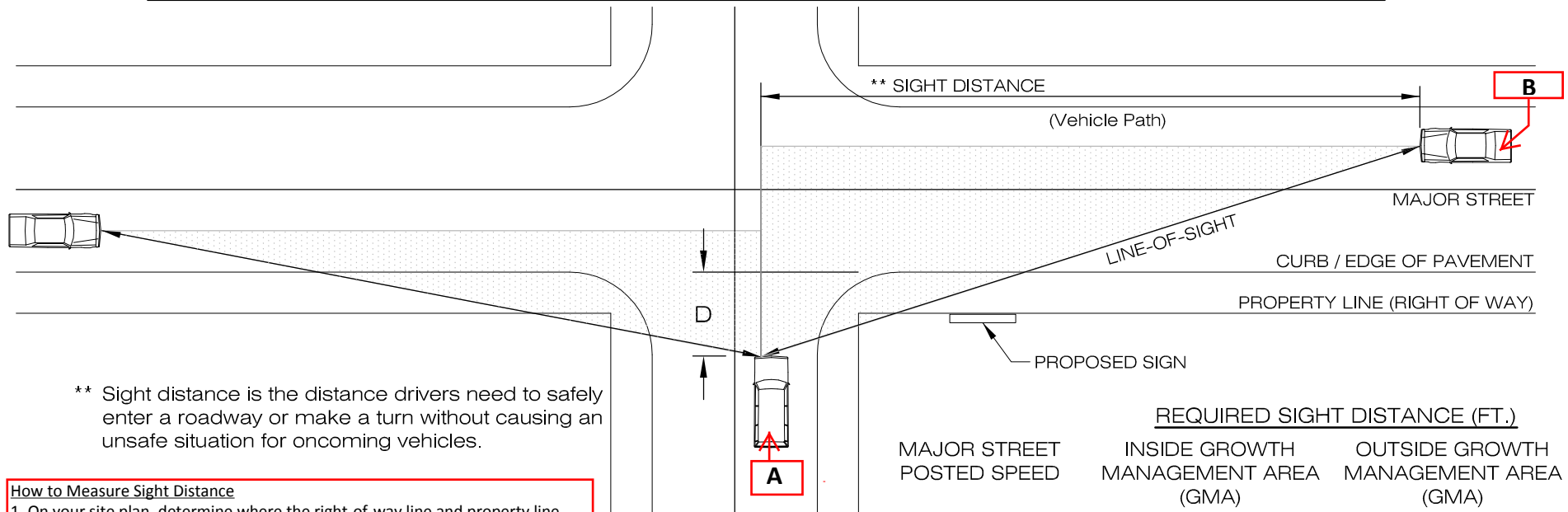
Signature _____ Date _____

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.