

November 8, 2010

*Larimer County Planning & Building  
Dept. Procedural Guide for*

**TEMPORARY  
COMMERCIAL SIGN**

**PERMIT - 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.

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**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.

**Temporary Commercial signs** (signs that promote a temporary commercial event such as a sale or grand opening on the property of a principal legal non-residential use may be erected on that property) are subject to the requirements of Land Use Code Section 10.8

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**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.

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**GENERAL SIGN REGULATIONS (Section 10.2):**

- A. The regulations of this section 10.0 shall apply to all signs in all zoning districts including signs not requiring a sign permit, except for official government signs, address numerals, street name signs, and bus stop signs.
- B. Signs may not be placed on or over public roads or rights-of-way unless approval from the Road and Bridge Director has been given. Signs may not be placed in road or access easements, except for utility warning signs. Signs can be placed in utility easements with approval from the utility company.

- 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.
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### **TEMPORARY COMMERCIAL SIGN PERMIT SUBMITTAL REQUIREMENTS:**

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

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

 \$25  An application fee.

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### **TEMPORARY COMMERCIAL SIGNS (Section 10.8):**

Temporary signs that promote a temporary commercial event such as a sale or grand opening on the property of a principal legal non-residential use may be erected on that property, subject to the following conditions:

1. Allowed sign types:
  - a. A banner or banners that do not cumulatively exceed 100 square feet in total sign area and which are mounted flush to a building wall.
  - b. Pennants.
  - c. Balloons and other types of lighter than air objects which have no linear dimension greater than two feet.
2. A temporary sign permit is required. The permit may specify such conditions and limitations as are deemed necessary to protect adjoining properties and the public.
3. A temporary sign permit may not be approved for a time period that exceeds thirty consecutive days, in any calendar year for each property, or each business in a multi-tenant center.
4. The applicant shall remove any temporary signs on or before the expiration date of the permit.
5. If a person erects any temporary commercial signs without receiving a permit as herein provided, the person shall be ineligible to receive a temporary sign permit for the remainder of the calendar year.
6. If a temporary sign remains up for longer than 30 days, the sign will be considered a permanent sign, it will require a sign permit and all other regulations in this section 10 apply.



www.larimer.org

**Building Department**

200 W. Oak Street  
3<sup>rd</sup> 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](http://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.**

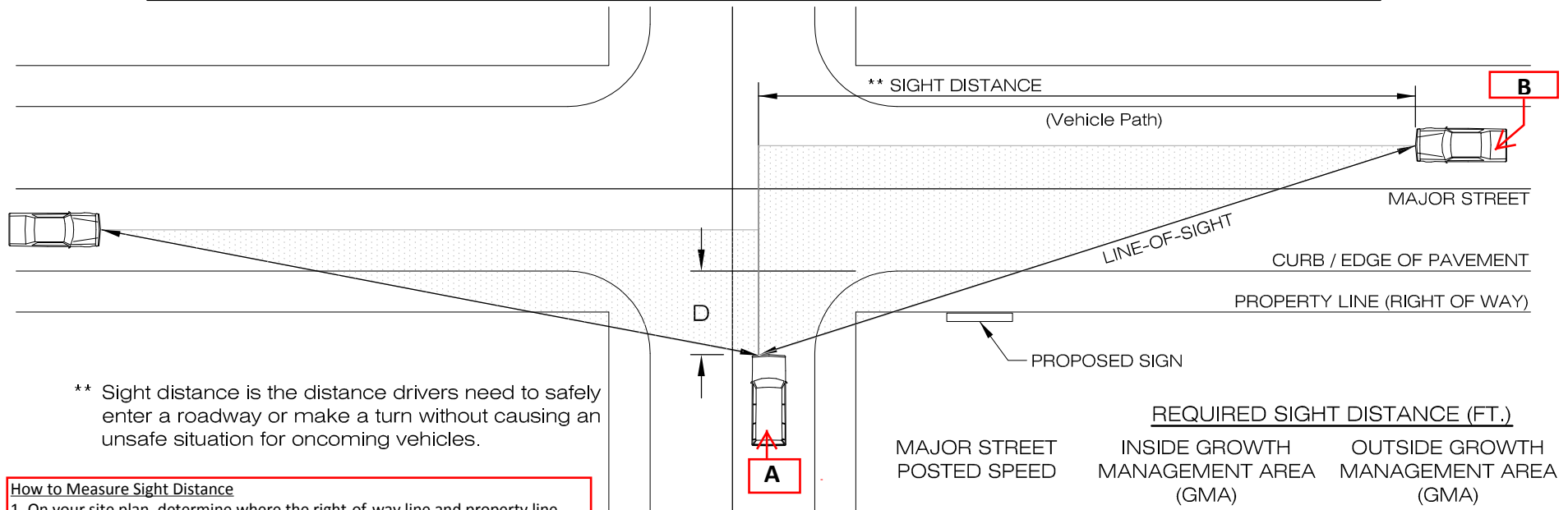
Name of Applicant (print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

**S-T-R** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Submittal Fee Paid \_\_\_\_\_  
 Pd \_\_\_\_\_ - \_\_\_\_\_



# 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.