

November 8, 2010

*Larimer County Planning & Building*  
*Dept. Procedural Guide for*  
**TEMPORARY  
CONSTRUCTION AND  
PROJECT MARKETING  
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.

**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 Construction and Project Marketing signs** are subject to the requirements of Land Use Code Section 10.7

- A **Construction sign** is a temporary sign erected on the property on which construction, alteration or repair is taking place, during the time of active continuous construction, displaying only the names of the architects, engineers, landscape architects, contractors or similar artisans, and the owners, financial supporters, sponsors and similar individuals or firms having a role or interest with respect to the structure or project.
- A **Project marketing sign** is a sign that is placed at one or more locations within a project, which identifies the project and offers for sale or lease, as part of the original marketing of the project, the lots, tracts, structures or units within the project.

**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.

## **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 CONSTRUCTION AND PROJECT MARKETING SIGNS (Section 10.7):**

A sign permit is required for the following construction and project marketing signs:

- A. One construction sign shall be allowed per street frontage per property not exceeding sixteen square feet in area per face in residential districts or thirty-two square feet in area per face in non-residential districts. Such signs must be removed within one week of final inspection or completion of the project
- B. One project marketing sign per project shall be allowed per entrance from any adjacent street and no more than two signs per project or phase of a project. The maximum sign face area shall be fifty square feet in residential districts and sixty-four square feet in non-residential districts and all such signs shall be located within the development.
  - 1. Signs shall be allowed to remain for no more than two years following issuance of the temporary sign permit.
  - 2. In addition to the sign(s) above, a subdivision sales office shall be entitled to one indirectly lit sign not to exceed ten square feet in size.

## **DISTRICT DEFINITIONS:**

***Residential districts.*** The 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.

***Non-residential districts.*** The 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.

**TEMPORARY CONSTRUCTION AND PROJECT MARKING 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.
  
- Four 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.
  - 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.
  
- \$25 An application fee.

**ADDITIONAL SUBMITTAL REQUIREMENTS FOR SIGNS EXCEEDING SIXTEEN SQUARE FEET:**

- Two (2) copies of scaled drawing of the proposed sign showing dimensions to the nearest inch with area calculations shown on the drawing.
  
- Freestanding signs shall show pier size (depth & diameter), type and size of support posts.





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

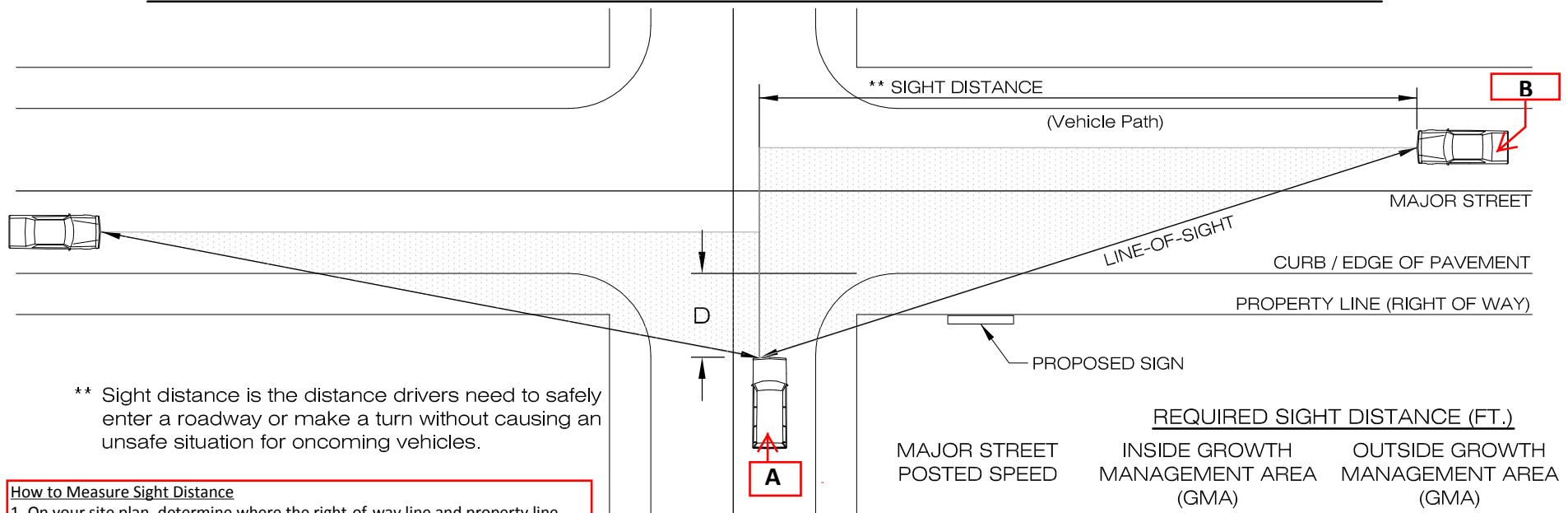
**S-T-R** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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.