

FTK: Permanent Wall & Monument Signs

INTRODUCTION:

This handout is intended to provide quick and easy-to-understand information for sign companies, businesses, and applicants who want to install a basic wall or monument sign in Commerce City. It does not include all of the regulations contained in the Sign Code, but it provides enough information to get a typical sign project through the permitting process.

The Sign Code is contained within Article VIII of the Land Development Code (LDC), which was adopted by City Council in 2009, and it applies to all new signs. Signs that legally existed prior to 2009 but do not conform with current standards are considered non-conforming structures and are not allowed to be altered, enlarged, replaced, or relocated unless they comply with the current standards.

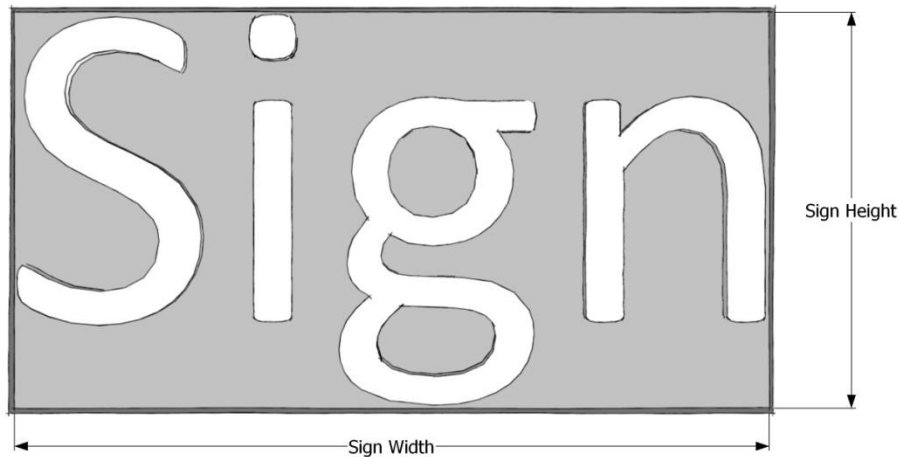
For regulations pertaining to specific types of signs not covered here, please review Article VIII of the LDC, available on the City's website at www.c3gov.com/LDC, or contact the Planner of the Day.

WHAT DOES THE CITY REQUIRE FOR A SIGN PERMIT APPLICATION?

The Sign Code regulations determine the allowed sign size based on the size of the property and the length of building frontage facing the street. Therefore, it is essential to include the following information in your submittal to ensure a timely review of your sign permit application:

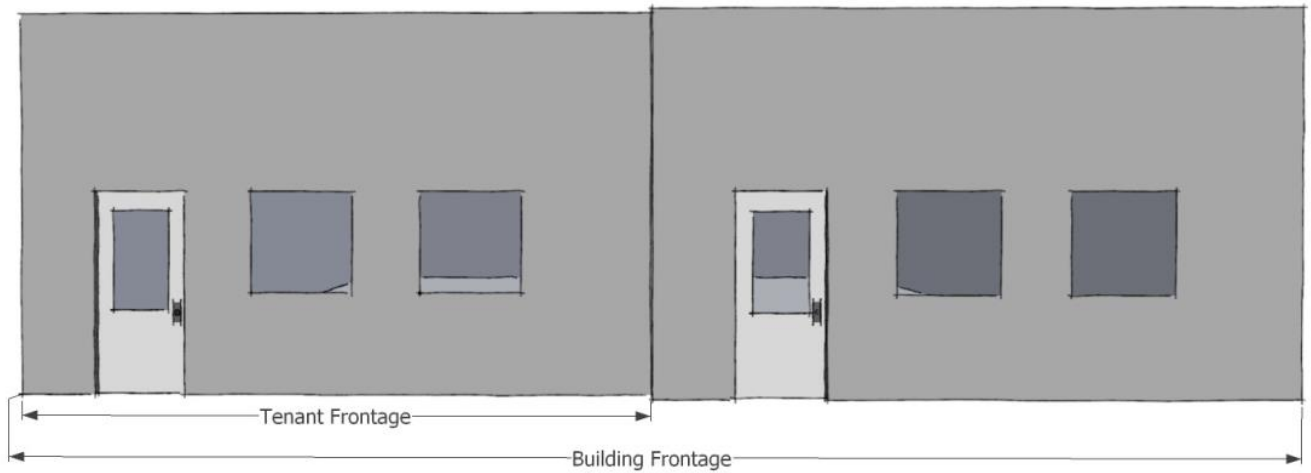
- ❑ **Sign Area:** This is determined by drawing an imaginary box with a simple rectangle around all writing and figures and calculating the area of the rectangle using standard mathematical formulas. This information should be shown on a separate sheet of paper.

→ Height x Width = Sign Area.



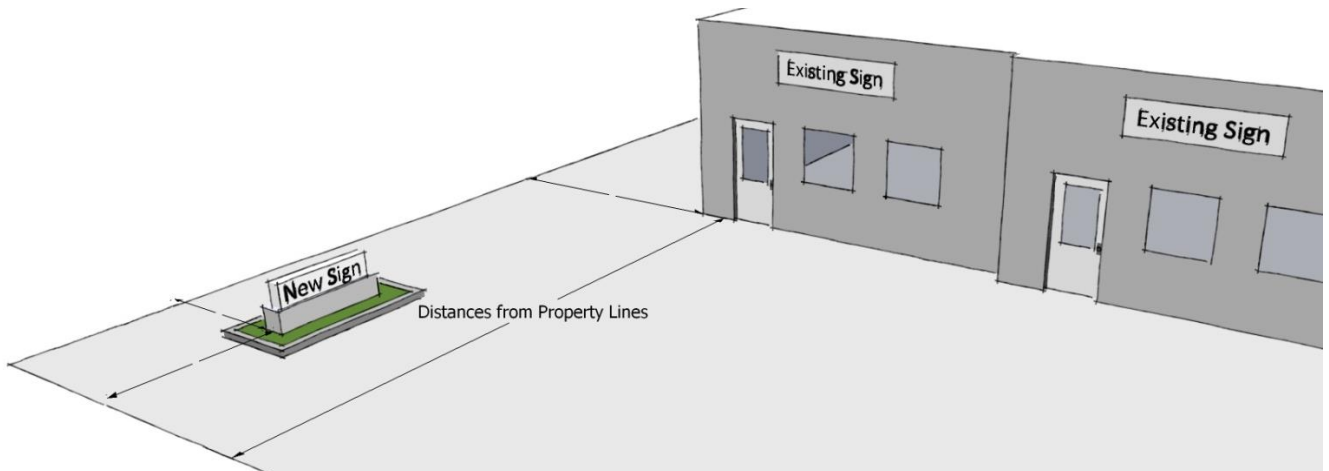
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- ❑ **Building or Tenant Frontage:** Building frontage refers to the length of the side of the building facing the street. Tenant frontage refers to the length of the portion of the side of the building facing the street that is occupied by a particular tenant. This information should be shown on the site plan.



- ❑ **Sign Location:** This refers to the location of the sign on the property as well as the location of the sign on the building. All existing and proposed signage must be shown on the site plan, and photographs or images showing the location of proposed signs on a building should be included, as well.

➔ For monument signs, be sure to include the distances from the proposed sign to any property lines on the site plan, as well.



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TYPES OF SIGNS ALLOWED:

There are two basic types of allowed permanent signs: wall signs and monument signs. Wall signs are placed on the side of the building itself, while monument signs are freestanding with a solid base and are usually placed in a landscape area near the property line along a street frontage. Below are examples of these signs:

- Wall Sign:** May be a single plaque or cabinet, or composed of individual letters. Wall signs must not exceed 75% of the length of the tenant or building frontage on which the sign is placed.

Cabinet Sign



Individual Letter Sign



- Monument Sign:** Must have a supporting structure of solid construction (such as masonry) that is at least two-thirds of the width and thickness of the sign it supports. For example, if the proposed sign is 6-feet wide and 1-foot thick, the supporting structure must be at least 4-feet wide and 8-inches thick.



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The Sign Schedule lists specific regulations based on the purpose for the sign. The most common purpose for a sign is to identify the location of a particular business or business center. In some instances, these identification signs can be either or both a monument or a wall sign; in others, it only can be a wall sign. Below are examples of identification signage, as described in the Sign Schedule shown in the next section:

- Development/Project Identification:** Used to identify the name of the development in the case of an office park, commercial center, or industrial center; or to identify the name of a single business on a single property. This is typically a monument sign, but may be a wall sign where allowed.



Single use on single property



Commercial center

- Tenant Identification:** Advertises the particular space or unit in which a specific tenant is located. This is only allowed as a wall sign.



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SIGN SCHEDULE: HOW MUCH SIGNAGE IS ALLOWED?

The sign size allowed for a particular business generally depends on the zoning and use of the property, the type of development, the size of the property, and the building or tenant frontage. The following tables from the Sign Schedule show the maximum allowed area, height, and required setbacks for various types of common signs.

Non-Residential Zone Districts: Single Use on a Single Parcel Including Commercial, Industrial, Office, Institutional, and Religious Uses						
Sign Schedule	Sign Type	Maximum # Allowed	Maximum Size (Sq.Ft.)	Maximum Height	Setback	Supplemental Standards/Regulations
Development Identification	Wall	Interior lots are allowed a maximum of 2. Corner lots are allowed a maximum of 3 with an area not to exceed the total sign area permitted for 2 signs.	30 square feet minimum or 1 square foot sign area per linear foot of building or tenant frontage, not to exceed 100 square feet. Signs composed of individual raised letters may contain 2 square feet of sign area per linear foot of building or tenant frontage, not to exceed 200 square feet.	See Section 21-8410.	Same as building.	For these uses on property that is greater than 15 acres in size and has a total building area of at least 90,000 square feet, the allowable wall sign square footage may be increased by an additional 25%.
	Monument	1	32 square feet per side	6 feet	10 feet	For these uses located on property that is less than 2 acres in size.
		1	60 square feet per side	8 feet	10 feet	For these uses located on property between 2 and 10 acres in size.
		1 per street frontage, with a maximum of 2. Signs to be identical in design.	100 square feet per side	20 feet	25 feet	For these uses located on property that is greater than 10 acres in size.

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Non-Residential Zone Districts: Multiple Uses in a Single or Multiple Buildings in an Office Park, Commercial Center, or Industrial Center						
Sign Schedule	Sign Type	Maximum # Allowed	Maximum Size (Sq.Ft.)	Maximum Height	Setback	Supplemental Standards/Regulations
Project Identification (less than 2 acres in size)	Monument	1	32 square feet per side	6 feet	10 feet	Minimum of 20% of sign area must be used to identify the name of the development
Project Identification (2 to 10 acres in size)	Monument	1	60 square feet per side	8 feet	10 feet	Minimum of 20% of sign area must be used to identify the name of the development
Project Identification (greater than 10 acres in size)	Monument	1 per street frontage, with a maximum of 2, with said signs to be identical in design	100 square feet per side	20 feet	25 feet	Minimum of 20% of sign area must be used to identify the name of the development
Tenant Identification	Wall	1 sign per street frontage not to exceed 2 frontages, or 3 frontages with an area not to exceed the total sign area permitted for 2 frontages	30 square feet minimum, or 1 square foot sign area per linear foot of building or tenant frontage, not to exceed 100 square feet. Signs composed of individual raised letters may contain 2 square feet of sign area per linear foot of building or tenant frontage, not to exceed 200 square feet.	Located in signable area of wall	Same as building	<ol style="list-style-type: none"> Shall not apply to signs for individual tenants in buildings that are primarily multi-tenant office buildings. Tenants that do not have a primary access to the exterior of the building are not permitted individual wall signs.

Residential Zone Districts: Religious, Institutional, and Agricultural Uses						
Sign Schedule	Sign Type	Maximum # Allowed	Maximum Size (Sq.Ft.)	Maximum Height	Setback	Supplemental Standards/Regulations
Development Identification	Monument	1	50 square feet	6 feet	10 feet	
	Wall	1 per street frontage	50 square feet	Located in signable area of wall	Same as building	

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Residential Zone Districts: Multi-Family Residential Uses (3 or more units)						
Sign Schedule	Sign Type	Maximum # Allowed	Maximum Size (Sq.Ft.)	Maximum Height	Setback	Supplemental Standards/ Regulations
Development Identification	Monument	2 signs per major entrance/ street frontage if used at either side of ROW; one if on median or island in center of entry street	50 square feet total per street frontage	6 feet	10 feet, unless part of island median	Also applies for mobile home parks.
Development Identification	Wall	1 per street frontage	50 square feet	Located in signable area of wall; max. 20 feet for multi-story buildings	Same as building	Also applies for mobile home parks.
Management/ Rental Office	Wall	1 per office entrance	2 square feet	6 feet	Same as building	Also applies for mobile home parks. No permit needed.
Mixed-Use/ Commercial	Wall	1	1 square foot per linear foot of approved wall area of tenant space	15 feet or below 2 nd story, whichever is less	Same as building	<ol style="list-style-type: none"> 1. Applies to commercial establishments as part of residential development. 2. Does not apply to home occupations.

TYPES OF PROHIBITED SIGNS:

Certain types of signs are not allowed in Commerce City. The following list includes some common sign types that are prohibited:

- Pole signs
- Moving signs
- Off-premise signs (billboards)
- Signs on roofs or projecting above the top of a building
- Signs facing adjacent residential areas
- Signs attached to parked trailers or storage containers
- Pennants, shark fins, streamers (See the Facts-to-Know for Temporary Signage)
- Portable or wheeled advertising devices (See the Facts-to-Know for Temporary Signage)

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SUMMARY:

To help ensure that your sign permit is reviewed in a timely manner, please be sure that the proposed sign size and type meet the standards shown in the previous tables, and that your permit application includes all of the following information as part of the submittal package:

- ❑ **Site Plan**
 - ➔ Lot Area
 - ➔ Building and/or Tenant Frontage
 - ➔ Location of all existing and proposed signage
 - ➔ Setback from property lines for building(s) and proposed signs

- ❑ **Sign Details**
 - ➔ Dimensions
 - ➔ Sign Area

See the Exterior Signage Submittal Requirements for a complete list of required information. Incomplete or non-conforming applications will lengthen the review process and may be returned without review.

For questions about wall and monument signs, or to discuss the additional regulations found in the Land Development Code, please contact the Planner of the Day by email at cdplanner@c3gov.com, by telephone at 303-227-8777, or in person at the Community Development Department at the Commerce City Civic Center.

SOURCES FOR ADDITIONAL INFORMATION:

- ➔ Exterior Signage Submittal Requirements
- ➔ Facts-to-Know for Temporary Signs
- ➔ Land Development Code Article VIII: Sign Code
- ➔ Planner of the Day: 303-227-8777 or cdplanner@c3gov.com