



TEMPORARY COMMERCIAL SIGNS

Community Development Department • Planning Division

FREQUENTLY ASKED QUESTIONS

Do I need a permit for each temporary sign?

Nearly all temporary signs in Broomfield need a temporary sign permit. A few signs such as real estate signs and public hearing signs do not require permits. If the purpose of the sign is to advertise a sale, promotion, or commercial event, then the sign will require a temporary commercial sign permit. We suggest that you verify through City Staff whether a temporary commercial sign permit is needed for your particular sign.

How do I apply for a temporary commercial sign permit?

An application obtained from the Planning Division is required. These may be picked up in person in the Community Development Department at One DesCombes Drive or found on the city website. In addition, you will need to provide information regarding the size of the sign, business/tenant floor area, where the sign will be located, and the duration of the sign display. Please review the placement and duration requirements before submitting your application.

Please call the Planning Division at 303-438-6284 with any further sign questions

GUIDELINES: WALL MOUNTED SIGNS

Maximum Size per Temporary Wall Sign:

75 Square feet per sign regardless of business size

Number of Temporary Wall Mounted Signs permitted per business/tenant:

The number of wall signs permitted is based on the business/tenant floor area as follows:

- Less than 35,000 sq. ft. = 1 sign
- 35,000 to 100,000 sq. ft. = 2 signs
- Greater than 100,000 sq. ft. = 3 signs

Sign Permit Display:

Each permitted temporary commercial sign is issued a permit sticker. The permit sticker must be displayed on the front of the sign in the lower left hand corner.

Placement:

Banners must be fastened to the building and placed so as not to create hazardous or unsafe conditions. Banners must not block access to windows or doors. Banners cannot be hung from trees or be strung from posts in landscaping areas.

Duration:

Signs can be displayed for no more than 30 consecutive days. There is a required 30-day waiting period between the issuance of temporary commercial sign permits for wall mounted signs. A-frame signs may be displayed for one year.

Illumination:

Temporary signs cannot be illuminated.

DO:



Sign placed so that it does not impede pedestrian access.

DO NOT:



There are too many signs for tenant size. One sign impedes pedestrian access.

DISCLAIMER:

This document is intended to provide a brief explanation of temporary sign regulations in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This brochure should not be relied upon as a final source of information. Always refer to the Broomfield Municipal Code to get complete and up-to-date information concerning Broomfield's latest temporary sign regulations. The corresponding section of the Broomfield Municipal Code (BMC) can be found at https://library.municode.com/co/broomfield/codes/municipal_code?nodeId=TIT17ZO_CH17-44SICO_17-44-130TES

GUIDELINES: FREESTANDING SIGNS

Maximum Size per Freestanding Sign:

Signs cannot exceed two (2) feet by three (3) feet.

Number of Freestanding Signs permitted per business/tenant:

The number of freestanding signs permitted is based on the business/tenant floor area as follows:

- Less than 35,000 sq. ft. = 1 sign
- 35,000 to 100,000 sq. ft. = 2 signs
- Greater than 100,000 sq. ft. = 3 signs

Duration:

Each temporary sign permit for freestanding temporary signs is valid for a one year period. You are welcome to apply for an annual renewal provided that the sign remains in good condition and in compliance with all other requirements.

Illumination:

Temporary signs cannot be illuminated.

Property Owner Permission:

Temporary signs may be displayed on private property only. You must have permission of the property owner.

Sign Permit Display:

Each permitted temporary commercial sign is issued a permit sticker. The permit sticker must be displayed on one side of the freestanding sign in the lower left hand corner.

Placement:

1. The sign must be placed at least one (1) foot behind sidewalk. If there is no sidewalk, then the sign must be at least five (5) feet from the back of curb.
2. The sign must be at least thirty (30) feet from the edge of any access drive or street intersection.
3. The sign must not be placed where there is less than four (4) feet of horizontal clearance for pedestrian passage or at any other location that would pose a potential hazard to pedestrian traffic.
4. Businesses in a shopping center or other multi-tenant complex may place temporary freestanding signs adjacent to the business, at the perimeter of the site, or in a landscaped common area in conformance with all other requirements.
5. There should be at least a twenty-five (25) foot separation between signs for multi-tenant centers.
6. Temporary signs cannot be placed in any raised, painted, or landscaped medians in public streets.
7. Off-site signage is not permitted. The freestanding sign must be located on the same property as the business for which it is advertising or within common property of the shopping center in which the business is located.

DO:



The signs at this shopping center are located at least 25 feet apart along the perimeter of the site.

DO NOT:



The signs at this shopping center are located too close together along the perimeter of the site.



The sign is placed at least one foot behind the sidewalk.



The sign is placed between the sidewalk and the street.