



Temporary Signs on Nonresidential Property

Community Development Department - Code Compliance
9220 Kimmer Drive, Lone Tree, CO 80124
720-509-1269 www.cityoflonetree.com

No Soliciting & No Trespass Signs

If you choose to place no soliciting signs on your property, please use the size and location standards of the sign code. The sign code allows permanent signs that are up to 2 square feet in size to be placed on private buildings. On private property, these signs may also be mounted on an existing sign post as well as on parking lot lamp posts. Lawn signs are not allowed on commercial property. **No permit required.**



Portable Signs

Each business or entity may display one portable, freestanding sidewalk sign per public entry door to the establishment not to exceed 12 square feet per side, and located within 20 feet of the entry of the business for which the sign is advertising. Businesses with drive-thru windows may place one sign on the interior side of a drive-thru not to exceed 12 square feet per side. Signs shall be stored indoors upon close of business. Signs shall not block exits or pose a hazard to vehicular or pedestrian traffic. **No permit required.**

Window Signs

Window signs are attached to the interior or exterior surface of a window or window frame. Each business or entity may display window signs that do not exceed a total of 50% of the total window area per side of building or per tenant occupied building frontage in a multi-tenant building. Flashing, blinking or scrolling window signs are prohibited. "Day-Glo" fluorescent, luminous or reflective colored window signs are prohibited. **No permit required.**



Banners

Each business or entity with its own exterior public entrance to the building may display one banner per tenant frontage (not to exceed two banners) on no more than four occasions per calendar year using any combination of days not to exceed a cumulative total of sixty days per calendar year. **Application on reverse.**

Special Events

Temporary Uses such as farmers markets, festivals, fairs, grand openings, anniversary celebrations, and other special occasions may be permitted for a limited period of time. See more about Temporary Uses on the **Temporary Use Permit Application** located on the reverse.



No commercial advertising is allowed in the public right-of-way.

Prohibited Signs: Advertising flags, streamers, pennants, balloons, inflatable devices, searchlights, flutter flags and lawn or yard signs.

Date of Permit Application: _____

Business Name: _____

Contact Person: _____

Business Address: _____

Phone Number: _____

Email: _____



CITY OF LONE TREE

Select Permit Type

Banner Permit

Temporary Use Permit

Please Complete This Section

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Each business or entity with its own exterior public entrance to the building may display one banner per tenant frontage (not to exceed two banners) on no more than four occasions per calendar year using any combination of days not to exceed a cumulative total of sixty days per calendar year.

The celebration or special occasion must be beyond the normal purchase of goods or services of the retailer. The fee for this permit is \$5/day or \$50 per month, payable upon permit approval.

Banners shall not exceed 50 square feet in area. Banners up to 200 square feet are permitted for large tenant frontages in excess of 150 linear feet. Banners shall be straight and taut. Banners shall be securely attached to the building or to a fence attached to the building within the boundaries of the tenant space.

Please attach a written statement describing the temporary use, as well as any promotional items used. Please indicate if this is a Grand Opening. Please attach a site plan showing lot lines, driveways/access aisles, tent size and location (if there is one), on-site lighting, seasonal outdoor storage/sales, setback from lot lines and proposed traffic and pedestrian circulation.

Banners shall not block access to windows or doors and shall be placed so as not to create hazardous or unsafe conditions. Banners shall not project above the highest point of the roofline or fascia of the building. Applicant is responsible for notifying property management.

Each applicant is responsible for notifying property management. Applicants are responsible for complying with the regulations and any permitting requirements of all other applicable agencies e.g. South Metro Fire & Rescue Authority and Tri County Health. Copies of the certificates/permits must be attached to this application.

Banner Start Date: _____

Event Start Date: _____

Banner End Date: _____

Event End Date: _____

Number of Days Used: _____

Permit Fee: _____

Number of Days Remaining For Year: _____

Zoning Staff Approval & Conditions:

Zoning Staff Approval: