Englewood
Illustrated Sign Manual

A Guide to 16-6-13: Signs
Englewood Municipal Code
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HOW to USE THIS MANUAL

INTRODUCTION
This Manual contains information to aid in understanding zoning requirements of the Englewood Sign Code, how to access specific Code language, and how to prepare a Sign Permit application.

This Manual is designed to assist you but does not replace Sign Code regulations found in Title 16: Signs of the Englewood Municipal Code (EMC). References to appropriate sections of the Sign Code are included throughout the Manual and appear as: See 16-6-13(F)(3) EMC.

This Manual highlights sign regulations in business and industrial zone districts. Sign regulations in residential zones are similar but are not addressed in this Manual. Please contact the Community Development Department for assistance with signs in residential zones.

The Sign Code can be found on the City’s website: www.inglewoodgov.org.

DEFINITION of a SIGN
• The City of Englewood defines a sign as:

  Any object or graphic representation used to advertise, identify, inform, provide direction or attract attention to any person, institution, organization, business, product, service, event or location, by any means including words, letters, graphics, motion, illumination or projected image.

• In other words; if it walks and quacks like a sign, it’s a sign!
SIGN CATEGORY OVERVIEW

Englewood places all signs in one of five categories. Each category has different standards and regulations. Sign categories are:

PRINCIPAL SIGNS
- Generally installed on a long-term/permanent basis
- Attached to a building or to the ground
- Constructed of durable materials approved by the City
- Sign Permit required
- Subject to size and number regulations

Examples

Building Signs: Wall, Awning, Window, Projecting, Marquee, Canopy, Suspended, Mansard Roof

Ground Signs: Pole and Monument

Prohibited Materials for Principal Signs
The following materials shall be prohibited for principal signs. Corrugated plastic (i.e. Coroplast), fabric, cloth, canvas, foam board, paper, cardboard, poster board, thin-gauge aluminum less than 1/8” thick, vinyl banner material (polyvinyl chloride [PVC]), engineered wood products including plywood, chipboard, particle board, medium density fibreboard (MDF), oriented strand board (OSB), or similar products, or other materials not reviewed and approved by the City Manager or designee.
ACCESSORY SIGNS
- Generally intended for display for a short period of time
- May be attached to a building, the ground, or be freestanding
- Sign Permit not required
- Typically constructed of cloth, canvas, fabric, vinyl banner material, plywood, or other light-weight material

Examples
Wall Banners, 3-D
Objects, Inflatables,
Wind-Driven,
Sandwich Board,
Human Signs.

ACCESSORY SIGNS ALLOWED IN THE PUBLIC RIGHT-OF-WAY
In limited situations certain accessory signs are allowed in the public right-of-way:

- Human Signs (sign twirlers)
  - No Sign Permit Required
  - Maximum Number: 1 per business
  - Maximum Sign Area: 10 square feet
  - Location: On the public sidewalk only (prohibited on landscaped areas, street, alley or median)

- Signs Extending Over the Public Right-of-Way
  - Sign Permit required
  - City License Agreement required

- Portable signs: Portable A-frame, sandwich board, pedestal, and 3-D objects may be displayed on a public sidewalk if the front of the building is within 2.5 feet of the public sidewalk, provided the following standards are met:
  - Limited to buildings within 2.5’ of property line
  - Sign Permit required
  - City License Agreement required
  - Displayed only during business hours
  - No moving parts, attached balloons, pinwheels, flags, banners, streamers, pennants
  - Anchored or secured in place
  - Counts toward a use’s maximum allowed number of accessory signs
Maximum Number:
- Single tenant on site: 1
- Multi-tenant building: 1 for each use located on the first floor of the building

Maximum Height: 4’ above grade at its tallest point

Maximum Width: 3’ at its widest point

Placement:
- Located only on the public sidewalk surface in approved location
- At least two (2) feet behind the curb line
- A minimum of five (5) feet of unobstructed walkway for pedestrian

Examples

A-frame, sandwich board, pedestal, and 3-D objects

INCIDENTAL SIGNS ALLOWED WITHOUT A SIGN PERMIT
- May be short or long-term signs
- Typically smaller, seasonal or informative in nature
- Sign Permit not required
- Some Incidental Signs are subject to size, number, location or time limits

Examples

Holiday decorations, election signs, pennants, streamers, fringes, balloons, jobsite signs, credit cards accepted, miscellaneous informational signs.
See 16-6-13(B) for specific regulations for the various types of incidental signs

PROHIBITED SIGNS
- Council has determined these signs are not appropriate and not allowed in the City
- Variance applications to allow these signs are not accepted
- Specific prohibited signs:
  - Billboards
  - Roof signs
  - Off-premise signs
  - Signs in the bed of a truck, deck of a truck or trailer parked on private property or in the public right-of-way for the purpose of advertising
• Other prohibited signs:
  o Signs on fences

  o Signs on roofs
    (Except on façade of a mansard roof)

  o Snipe signs (signs attached to trees, utility or traffic poles, or other objects)

  o Banners not attached to a wall

  o Signs in sight triangles not meeting visibility standards of 16-6-13(E)(1)
  o Signs made to look like a traffic control device or traffic sign
  o Signs blocking any public entrance or emergency exit
  o Strobe lights
  o Flashing, blinking illumination
SIGN PERMITS

Some signs require a Sign Permit, others do not. This Manual contains Applications you can use to complete an application when a Sign Permit is required. All of the requested information is necessary for the City to accurately review an application for compliance with zoning requirements. You may be asked for additional information or to modify your plans when you apply, but with the use of this Manual most applications can be completed in a single submittal. Remember that only complete applications will be reviewed. Save time and submit a complete application. If your sign requires electrical work, a separate Electrical Permit is required.

APPLICATIONS
Sign Permit Applications Sources
- Building and Safety Division on the 3rd floor of the Civic Center building at 1000 Englewood Parkway
- [www.Englewoodgov.org](http://www.Englewoodgov.org) under “I want to”, click Download Forms. Click City Departments and then click Building and Safety. You’ll have a choice of printing a paper application (Sign Permit) or you can fill it out online (Sign Permit - Form)

SUBMITTALS
- First, determine if your sign requires a permit. If still unsure after reviewing the Frequently Asked Questions section of this Manual, call us at 303-762-2342
- Submit the Sign Permit application and accompanying documents to the Building and Safety Division on the 3rd floor of the Civic Center building at 1000 Englewood Parkway
- Please fill in all blanks on the Sign Permit Application
- Incomplete applications will be returned and your review time will restart when you resubmit
SUBMITTAL CHECKLIST

☐ Sign Permit Application (Complete all information)

☐ 2 Site Plans, dimensioned and drawn to scale containing:
  ☐ North arrow
  ☐ Scale
  ☐ Adjacent streets
  ☐ Building foot print
  ☐ Street frontage (building frontage for multi-use properties,
    ☐ Location of all existing signs (use corresponding E# from Application)
    ☐ Location of all new signs (use corresponding N# from Application)

☐ 2 Elevation Drawing: Sign location and dimensions (dimensioned photo simulations may be accepted)

☐ Illumination (Submit lighting specifications)

☐ Electronic Message Displays: (Submit manufacturer’s specifications and cd/m2 rating)
SIGN PERMIT REVIEW PROCESS

Submit Application

Review for Completeness

Incomplete: Returned to Applicant

Complete: Reviewed by City Departments

Approved: Applicant contacted that Permit is ready

Not Approved: Applicant contacted regarding deficiencies

Applicant picks up Permit and Pays Fee

Resubmittal

Reviewed by City Departments

Approved: Applicant contacted that Permit is ready

Not Approved

Work Completed

Applicant calls for Inspection 303-762-2403

Permit Finaled

City Staff meets with Applicant to resolve issues
SIGN PERMIT FEES
Sign Permit fees are established by City Council Resolution and are based on valuation. Please call the Building and Safety Division at 303-763-2356 for fee details on your project. Payment is accepted in cash, check (payable to the City of Englewood), or credit card (Discover, MasterCard, or Visa).

SIGN PERMIT REVIEW TIMEFRAME
City review of Sign Permit applications are typically completed within 5 working days of submittal. Delays in the review process can occur when the application is incomplete or if modifications to the application are required to comply with Sign Code regulations.

SUBMITTAL REMINDERS
- Please bring your completed Application and associated documents to the Building Division, 3rd Floor, Englewood Civic Center, 1000 Englewood Parkway. Sign Permit applications are accepted from 8am to 5pm, Monday through Friday.
- Incomplete applications will be returned.
- Save time – Submit a complete application.

SIGN MEASUREMENT
HOW TO DETERMINE SIGN AREA
How you calculate the area of your sign depends on the type of sign you are installing.
- Sign measurements are based on the entire area of the sign using standard mathematical methods
- You may use an unlimited number of lines to enclose the perimeter of your sign
- Non-structural trim and decorations are counted in the calculation
- Brackets, uprights and supports are not included

SIGNS WITH BACKING/BACKGROUND
- Include the area enclosed by the sign, framing, backing, non-structural elements, and decorations
- Examples: Box, framed, painted, outlined signs
SIGNS WITHOUT BACKING
- Examples: Channel letters or separate elements with space between
- Include the area enclosed by each separate element and the open space between them
- You may use an unlimited number of lines to enclose the perimeter of your sign

3-D SIGNS AND ADVERTISING DEVICES
- Examples: 3-D, spherical, free form, inflatable, or similar irregular objects
- At full extension, using the object’s largest profile, multiply length times width to calculate the sign’s area

WINDOW SIGNS
- Window signs are only allowed in ground floor windows
- A Permit is not required *
- Window signs do not count toward allowed number of signs or total sign area.*
- Maximum coverage of any window is 25% of the total glazed area up to 80 square feet.
- An unlimited number of individual signs may be used.

* If window coverage exceeds 25% of the glazed area or 80 square feet, a Sign Permit is required and the sign counts toward the allowed number and total sign area allowance.

This sign completely covers the glazed area on the side of the building and therefore a Sign Permit is required.
HOW TO DETERMINE SIGN HEIGHT
- Measure from normal grade below the sign to the topmost portion of the sign, including any framework or embellishments

HOW TO DETERMINE SIGN CLEARANCE
- Measure from the finished grade below the sign to the lowest point of the sign, including any framework or embellishments

HOW TO DETERMINE SIGN PROJECTION
- Measure from the building façade to the farthest aspect of the sign, including any framework or embellishments
- Reminder: A sign may not project within 5 feet of the curb
HOW TO DETERMINE STREET FRONTAGE
- Measure along the property line that abuts a street
- For corner lots or lots abutting more than 1 street, add the measurements together
- Property dimensions are available from the Community Development Department
- Do not measure along the curb line or include measurements along an alley or an adjacent property

HOW TO DETERMINE BUILDING FRONTAGE
- Measure a single straight line along the building’s elevation that faces a street
- For a multi-unit building, measure from the centerline of the party walls defining the portion of the unit for which the sign applies
- For corner buildings or corner units that have more than 1 elevation facing a street, add the measurements together
- Do not include elevations that face an alley or an adjacent property
HOW TO DETERMINE SIGHT TRIANGLE VISIBILITY

- Use the Figures below to determine the sight triangle (gray shaded area)
- No ground signs over 3 feet or pole signs with a clearance of less than 8 feet are allowed within the gray shaded areas

- Street/Street Intersection – See Figure 16-6(16) below:

![Figure 16-6(16): Street/Street Sight Distance](image1)

- Street/Alley Intersection – See Figure 16-6(17) below:

![Figure 16-6(17): Street/Alley Sight Distance](image2)

SIGN ILLUMINATION

ALL SIGNS

- Signs may be illuminated
- Signs may not include animated, flashing, moving or intermittent illumination
- Fixtures must be shielded and illuminate only the face of the sign
- Signs in R-1, R-2 or R-3 Districts may not be illuminated between 11:00 pm and 7:00 am
- Maximum luminance level: 750 candelas per meters squared (cd/M²)
- For electronic message displays illumination 16-6-13(F)(6)(b)(5)(f) EMC
ILLUMINATION METHODS

Internal
- The light source is contained within the sign, not visible to the eye, and shines through a translucent surface.

Examples:
- Box signs and channel letters

External
- The light source is outside of and directed toward the sign face.
- External lighting of signs less than 10 feet tall may be lit from the top of the sign or from the ground.
- External lighting for signs 10 feet or taller must be from the top of the sign and directed downward.
- Fixtures must be shielded and directed to illuminate only the sign face of the sign.
- Light source must be concealed from pedestrians’ and motorists’ “lines of sight.”

Examples:
- Flood or spotlights and gooseneck lights

Integral
- The light source itself is a fundamental element of the sign.
- Exposed bulbs may be up to fifteen (15) watts in power.

Examples:
- Neon, individual bulbs, or bulbs that spell out the sign message.
ELECTRONIC MESSAGE DISPLAY (EMD)
- Dimmer software required.
- Maximum Number: 1 per street frontage
- Frame Method: static only
- Minimum Frame Hold Time: 10 seconds
- Maximum Transition Duration: 0.3 seconds
- Allowed Transition Methods: Dissolve, fade, or instantaneous change
- Maximum Luminance Level between Off and Solid-Message: 0.3 footcandles at night
- Nighttime Maximum Luminance Level: 0.3 footcandles between dusk and dawn

SIGN BONUSES
MULTI-TENANT SIGNS
- Allowed when 2 or more permitted uses occupy the same parcel or building
- Do not count toward any use’s allowed sign number or total sign area
- No other ground signs may be used on the parcel if a multi-tenant sign is used
- Allowed Sign Types: Ground or wall
- Maximum Number: 1 per primary street frontage. (Another sign is permitted for each additional street frontage greater than 150’)
- Permitted Sign Area: 1 square foot for every 2 linear feet of the parcel’s street frontage
- Maximum Permitted Sign Face Area: 125 sf per face
- Location: Anywhere on the parcel provided sight distance and separation requirements are met

Permitted Sign Area: 50 Square Feet
BUILDINGS SET BACK 100 FEET OR MORE FROM THE PUBLIC RIGHT-OF-WAY
• Allows 1 principal sign at the setback distance to be increased in size when the building and sign are set back from the street by at least 100 feet
• Allowed sign types: Principal Building or Ground Sign
• Permitted Sign Area: See Bonus Calculation formula below
• Maximum Bonus Area: 125 square feet
• Does not count against maximum sign area
• Counts toward number of allowed signs
• Does not apply in residential districts

<table>
<thead>
<tr>
<th>Bonus Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Allowed Area for Subject Sign</td>
</tr>
<tr>
<td>_______ sf x _______ ft x .0033 = _______ sf</td>
</tr>
</tbody>
</table>

MULTI-STORY BUILDING IDENTIFICATION WALL SIGNS
• Allows additional wall sign area for building taller than 75 feet
• Allowed sign type: Wall
• Does not count against total sign area or sign number
• The bonus is figured separately for each building façade
• Electronic message display signs are not permitted
• Permitted Sign Area: See Bonus Calculation formula below:

<table>
<thead>
<tr>
<th>Bonus Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Elevation (If the bottom of sign to grade is:)</td>
</tr>
<tr>
<td>75 ft to 100 ft</td>
</tr>
<tr>
<td>&gt; 100 ft to 150 ft</td>
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<tr>
<td>&gt; 150 ft</td>
</tr>
</tbody>
</table>
DEFINITIONS

16-11-2: DEFINITIONS of WORDS, TERMS, and PHRASES

Banner: An accessory sign made of cloth, canvas, plastic, fabric, or flexible material of any kind with only such material for backing. National flags, state or municipal flags shall not be considered banners.

Brightness: For the purpose of sign illumination, brightness is the visual sensation related to the intensity of light emanating from the face of a sign.

Building Frontage: The horizontal linear dimension of a building façade, or portion occupied by a use, that faces a public street. A corner use shall be permitted to use the secondary facade to determine total “building frontage.”

Canopy: A roof-like structure supported by the building on which it is located and a minimum of one (1) stanchion.

Dynamic Displays: A generic term for non-traditional signage encompassing signs with moving parts, LED displays, moving images, and electronic messages.

Flag: Any fabric or similar material containing distinctive colors, patterns, or designs attachable at one edge to a staff or cord, and used as a symbol of a government or political subdivision thereof. All other such devices shall be considered banners.

Frame: A complete, static display message on an electronic message display.

Frame Hold Time: The time interval a static frame must remain on the display before transitioning to another frame.

Kiosk: A freestanding structure upon which temporary information and/or posters, notices and announcements are posted.

Marquee: A permanent roof-like structure attached to and supported by the building on which it is located.

Roofline: A horizontal line intersecting the highest point of a roof. In the case of a flat roof, the uppermost line of the roof of the building; in the case of an extended façade or parapet, the uppermost height of said façade or parapet.

Sign: Any object or graphic representation used to advertise, identify, inform, provide direction or attract attention to any person, institution, organization, business, product, service, event or location, by any means including words, letters, graphics, motion, illumination or projected image.

Sign, 3-D Object: For the purpose of Section 16-6-13: Signs, 3-D (three-dimensional) objects and advertising devices shall include any sign with length, width, and height dimensions other than principal building and ground signs as defined by this Title.
Sign, Accessory and Advertising Devices: Any sign permitted without need for a Sign Permit constructed of cloth, canvas, fabric, vinyl banner material, plywood, or other light-weight material and generally intended for display for a short period of time. Accessory signs include but are not limited to banners, 3-D objects, inflatables, wind-driven, sandwich board, human, and similar signs. Wind-driven pennants, streamers, fringes, and balloons allowed as incidental signs under Section 16-6-13(B)(23) shall not be considered accessory signs.

Sign, Animated: Any sign or part of a sign that changes physical position by any movement or rotation or that gives the visual impression of such movement. Wind-driven, changeable copy, electronic message displays, and flashing signs shall not be considered animated signs.

Sign, Awning: A sign attached or applied to an outdoor awning.

Sign, Billboard: An off-premise, outdoor advertising display, usually a rigidly assembled board or panel, permanently affixed or attached to the ground or a building.

Sign, Bulletin Board: A sign identifying an on-premise institution or organization providing announcements of events or activities occurring on the premises.

Sign, Bus Bench or Shelter: A sign located on benches or shelters placed in the public right-of-way or on private property adjacent to the public right-of-way at a bus stop pursuant to a written agreement with the City which sets forth the regulations for size, content, placement, design, and materials used in the construction of said signs, benches, and shelters.

Sign, Canopy: A sign attached or applied to a canopy.

Sign, Election: An accessory sign providing information regarding elections, candidates, or issues concerning such elections.

Sign, Electronic Message Display (EMD): A sign that utilizes computer-generated messages or some other electronic means of changing copy. These signs include displays using incandescent lamps, LEDs, LCDs, or a flipper matrix.

Sign, Flashing: Any sign having lights or illumination that blinks, flickers, or varies in intensity at any time when in use.

Sign, Ground: Any sign supported by poles, uprights, braces, footers, or foundation extending from the ground, but not attached to any part of a building.

Sign, Holiday Decoration: Signs, in the nature of decorations, clearly incidental to and customarily and commonly associated with any national, local, or religious holiday.

Sign, Home Occupation: A sign identifying a permitted home occupation.
Sign, Human: An accessory sign which is worn (including costumes), held or attached to a human for promotional purposes or to advertise any business, commodity, service, activity, or product. Human signs do not include T-shirts, hats, or other similar clothing.

Sign, Ideological: A sign which has as its dominant theme or purpose the expression of a religious, political, social, philosophical or other ideological message, ideal or belief.

Sign, Illuminated: A sign lighted by or exposed to artificial lighting either by lights on or within the sign or directed toward the sign.

Sign, Inactive: Any sign identifying or advertising a business, owner, tenant, product, service or activity that has not been located on the premises for a period of thirty (30) days or more.

Sign, Job Site: An accessory sign providing information about future development or current construction on a site or the parties involved in the project.

Sign, Mansard Roof: A sign attached to the side of a mansard roof.

Sign, Marquee: Any sign attached to or made a part of a permanent roof-like structure supported by a building and projecting over public property.

Sign, Menu Board: A principal wall or ground sign listing products or services available at drive-through facilities.

Sign, Monument: A ground sign supported by and integrated with a solid base of footers, or foundation, as opposed to being mounted to poles, posts or other supports.

Sign, Multi-Tenant: A sign that serves as a common or collective identification for two (2) or more uses on the same premises.

Sign, Nonconforming: Any sign lawful when erected but which, on the effective date of this Title or amendment to, does not conform to the limitations established by this Title.

Sign, Off-Premises: A sign that directs attention to a person, institution, organization, business, product, service, event or location not related to the same premises on which the sign is located.

Sign, Pedestal: A portable accessory sign supported by a stand or base.

Sign, Pole: A ground sign affixed, attached, or erected on a freestanding pole, posts, or other support that is not itself an integral part of or attached to a building or structure.

Sign, Portable: Any accessory sign designed to be easily moved that is not permanently affixed to a building, structure, or embedded in the ground.
Sign, Principal: A sign attached to a building, structure, or the ground in some manner that requires a Sign Permit from the City and is made of durable materials approved by the City.

Sign, Projecting: Any sign, other than a wall sign or marquee sign, generally affixed at right angles to a building or wall in such a manner that its leading edge extends more than eighteen inches (18") beyond the surface of such building or wall.

Sign, Roof: A sign erected upon and extending above the roofline or parapet of the building or structure.

Sign, Sandwich Board: A movable accessory sign constructed in such a manner as to form an “A” or a tent-like shape, hinged or not hinged at the top; each angular face held at an appropriate distance by a supporting member.

Sign, Snipe: An off-premise sign that is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences or other objects.

Sign, Special Event: An accessory sign advertising events such as picnics, carnivals, bazaars, game nights, art fairs, and craft shows, or similar activities.

Sign, Suspended: A sign suspended from the underside of a horizontal plane of a structure.

Sign, Wall: A sign attached to, painted on, or erected against a wall of a building, the face (display surface) of which is parallel to the facade of the building and which extends no more than 18” from the wall.

Sign, Wind: Any sign set in motion by wind or breeze, such as banners, flags, pennants or other objects or material. Flags of nations, states, or municipalities shall not be classified as wind signs.

Sign, Window: A sign posted, applied or affixed in or on a window which can be seen through the window from the exterior of the structure but excludes merchandise in a display window.

Sign Area: The entire face of a sign within a continuous perimeter enclosing the extreme limits of the display surface including any framing, trim or molding, but not including the supporting structure.

Sign Face: The display surface made available by the sign structure for the purpose of displaying a message.

Sign With Backing: Any sign that is displayed upon, against, or through any material or color surface or backing that forms an integral part of such display and differentiates the total display from the background against which it is placed.
Sign Without Backing: Any word, letter, emblem, insignia, figure or similar character or group thereof, that is neither backed by, incorporated in, or otherwise made part of any other display.

Signable Area: That area of a building facade up to the roofline or top of the wall that is free of windows and doors or major architectural detail.

Street Frontage: The linear distance along a property line adjacent to a public or private street.

Transition Duration: The time interval it takes a display to change from one static frame to another.

Transition Method: A visual effect used to transition from one frame to another. Transition methods include, but are not limited to dissolve, fade, scroll, and travel.

Wall Mural: A picture painted on any exterior wall of a principal building which (1) does not contain the name or logo of any business, or (2) restores a previously existing wall painting at least forty (40) years old (regardless of whether such wall painting advertised or called attention to a product). A wall mural may include a sign of no more than two (2) square feet identifying the artist.

Work of Art: All forms of original creations of visual art, including but not limited to: (1) sculpture, in any material or combination of materials, whether in the round, bas-relief, high relief, mobile, fountain, kinetic, or electronic; or (2) painting, whether portable or permanently fixed, as in the case of murals; or (3) mosaics; or (4) photographs; or (5) crafts made from clay, fiber and textiles, wood, glass, metal, plastics, or any other material, or any combination thereof; or (6) calligraphy; or (7) mixed media composed of any combination of forms or media; or (8) unique architectural stylings or embellishments, including architectural crafts; or (9) environmental landscaping; or (10) restoration or renovation of existing works of art of historical significance.

HELPFUL RESOURCES/CONTACTS

- Community Development Department: 303-762-2342 Zoning regulations.
- Building and Safety Division: 303-762-2356 Permits, fees, contractor licensing.
- Inspection Line: 303-762-2403 Call for final sign inspection
FREQUENTLY ASKED QUESTIONS

1. What is a sign?
   A sign is any object or graphic used to advertise, identify, inform, provide direction or attract attention to any person, institution, organization, business, product, service, event or location, by any means including words, letters, graphics, motion, illumination or projected image.

2. What types of signs are allowed in Englewood?
   - **Principal:** Typically of a permanent nature, attached to a building or to the ground (i.e., wall, marquee, projecting, awning, pole)
   - **Accessory:** Typically constructed of cloth, canvas, fabric, vinyl banner material, plywood, or other light-weight material and generally intended for short-term display (i.e. banners, A-frames). There are 2 types of accessory signs:
     - On-site
     - On the public sidewalk
   - **Incidental:** Typically small, seasonal, or informational signs seen almost everywhere. (i.e. real estate, job site, private parking, safe/warning, balloons, pennants)
   - **Prohibited:** These are signs the Englewood City Council has determined are inappropriate in the City (i.e. billboards, roof signs)
3. When do I need a Sign Permit?

<table>
<thead>
<tr>
<th>Sign Category</th>
<th>Permit</th>
<th>Sign Types</th>
<th>Additional Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Yes</td>
<td>Wall, Pole, Monument, Awning, Canopy, Marquee, Suspended, Projecting</td>
<td>See 16-6-13(F)</td>
</tr>
<tr>
<td>Accessory: On-Site</td>
<td>No</td>
<td>Banners, Wind-Driven, Inflatable, A-Frames, 3-D Object, Human</td>
<td>See Table 16-6-13.11</td>
</tr>
<tr>
<td>Accessory: Public Right-of-Way</td>
<td>Yes</td>
<td>A-Frame, Pedestal, Stanchion</td>
<td>See 16-6-13(D)</td>
</tr>
<tr>
<td>Incidental</td>
<td>No</td>
<td>Real estate, Job site, A-Frame</td>
<td>See 16-6-13(B)</td>
</tr>
<tr>
<td>Window with less than 25% coverage</td>
<td>No</td>
<td>Sign posted in or applied to first floor windows</td>
<td>Total coverage not to exceed 80 sf. See Table 16-6-13.3A</td>
</tr>
<tr>
<td>Window with more than 25% coverage</td>
<td>Yes</td>
<td>Sign posted in or applied to first floor windows</td>
<td>See Table 16-6-13.3A</td>
</tr>
</tbody>
</table>

4. Where can I get a Sign Permit application?
- Building and Safety Division (3rd floor, Civic Center building at 1000 Englewood Parkway)
- On line at www.englewoodgov.org. Under “I want to”, click Download Forms. Click City Departments and then click Building and Safety. You’ll have a choice of printing a paper application (Sign Permit) or you can fill it out online (Sign Permit - Form).
- At the end of this Manual.

5. Who can submit a Sign Permit Application?
Anyone can submit (drop off) an application, however the Permit is issued to a sign contractor licensed by the City of Englewood.

6. Where do I submit my Sign Permit application?
Sign Permit applications are submitted to the Building and Safety Division (3rd floor, Civic Center building at 1000 Englewood Parkway). On line submittals are not available at this time.

7. Why is so much information required on the Sign Permit application?
City staff reviews sign applications for compliance with zoning regulations including the number of signs, sign area, total area of all signs, height, clearance, projection, and other standards. Each review area has multiple parts and often is linked with other review areas. Missing or incomplete information delays the review process.

8. I’m just putting up a small sign; do I have to fill out the whole application?
Yes. Though your project may appear simple, there are multiple areas that the City reviews. Missing information can delay approval of your sign Permit. See Question #7.
9. How long does it take to get a Sign Permit?
   With a complete submittal, most applications can be completed within 5 working days of submittal. Signs that extend over the public right-of-way or are located on a public sidewalk require completion of a separate licensing agreement approved by the Public Works Department before the 5 day review begins.

10. Are there signs that don’t require a Sign Permit?
    Yes; Accessory and Incidental signs located on site (not in the public right-of-way) do not require a Sign Permit.

11. Are there limits to size, location, number, etc. for signs that don’t need a Sign Permit?
    Yes; though Accessory and Incidental signs do not require a Sign Permit, individual sign types may have limitations affecting their display. See 16-6-13(B) Incidental or 16-6-13(G) Accessory for more information.

12. How do I know how much signage I can have?
    Sign allowances are determined by zone district and the type of use on the property. See Tables 16-6-13.6 through 16-6-13.9.

13. How many square feet of signage can I have?
    Every business use is guaranteed 100 square feet of signage. You may be entitled to more square footage based on property size or bonus options. Your allowed square footage may be distributed among your allowed number of signs in any way that works for you, provided no single sign is larger than 125 square feet.

14. How many signs can I have?
    Every business use is guaranteed 3 Principal signs which require a Sign Permit. You may be entitled to more signs based on property size or bonus options. In addition, to your 3 Principal signs, you may have the following signs that do not require a Sign Permits:
    - 2 on-site Accessory signs,
    - Any number or arrangement of window signs covering less than 25% of ground floor glazed areas
    - Incidental signs meeting requirements of 16-6-13(B).

15. How do I measure my sign?
    Different sign types are measured in different ways. Please see the Sign Measurement section of this Manual.

16. What is the largest sign I can have?
    The maximum size of any single sign is 125 square feet.

17. Can I illuminate my sign?
    Yes, most signs can be illuminated provided they meet lighting standards for the zone district in which they are located.
18. Can my sign flash or blink?
   No. Signs may not include animated, flashing, moving or intermittent illumination.

19. Are reader boards and time and temperature signs allowed?
   Yes, provided the message changes only by dissolve, instantaneous change, or scroll across the frame. The message may not flash, twirl, change color, fade in or out or in any manner imitate movement.

20. Are electronic message displays (electronic message centers) allowed?
   Yes, one electronic message display is allowed on each street frontage of a parcel. A Sign Permit is required and limitations apply to size, brightness and how the messages changes. Please see 16-6-13(F)(6)(b)(5) EMC for requirements.

21. I have an existing time and temperature or reader board that flashes. Can I keep it?
   All existing signs containing an electronic changeable copy module must comply with the new standards for brightness, frame hold time, transition duration, and transition method by December 28, 2012.

22. I see billboards in the city, can I install a new one?
   No, new billboards are prohibited.

23. Can I convert an existing Billboard to an electronic message board?
   No.

24. Can I put up balloons, pennants, streamers, or fringes? Is there a time limit?
   These advertising devices are considered Incidental signs. They do not require a Sign Permit and they have no time limitations.

25. Are murals allowed?
   Yes. Murals are considered a “work of art” and do not require a Sign Permit provided they do not contain the name or logo of any business.

26. What types of signs are not allowed?
   Billboards, roof and off-premise signs, as well as signs in the bed of a truck, deck of a truck or trailer parked on private property or in the public right-of-way are not allowed.

27. Can I put a sign in the public right-of-way?
   Generally not; however in limited situations certain types of signs can be displayed in the public right-of-way after approval of a Sign Permit and a license agreement with the City.

28. Can I put my sign on a property if my business is not located there?
   No, that’s considered an off-premise or third party sign and is not allowed.
29. **What happens if my sign doesn’t meet the new Sign Code requirements?**

New signs that do not meet Sign Code regulations will not be allowed to be erected unless they qualify for and are approved under variance provisions. See Questions #30 and 31.

Existing signs not meeting Sign Code regulations are considered nonconforming signs and are subject to conditions of 16-9-5 *Nonconforming Signs* (EMC). Please call the Community Development Department (303-762-2342) for more information on your particular sign.

30. **Is there a process to allow me to put up a sign – like a roof sign - that’s prohibited by the Sign Code?**

No, the Sign Code does not allow varying sign regulations to allow a prohibited sign.

31. **Is there a process to modify sign regulations – like having a taller sign than the Sign Code Allows?**

Yes, a request to modify a particular regulation is called a variance. Variance applications are considered by the Board of Adjustment and Appeals at a public hearing. The Board assesses the application against 4 criteria found in 16-2-16(F)(2) EMC. Please contact the Community Development Department for more information on sign variances.

32. **What if I disagree with a decision or determination by the City Manager or designee regarding my Sign Permit application?**

Decisions by the City Manager or designee can be appealed to the Board of Adjustment and Appeals or in certain situations to the Planning and Zoning Commission.

33. **My business is closed; can I keep my sign up?**

Signs that identify or advertise a business no longer located on the premises must be removed, covered, or have their copy obscured within 30 days of the business closing. Both the sign owner and the property owner are jointly responsible.

34. **What if I’ve had my sign for a long time but it doesn’t meet the new Sign Code requirements?**

If your sign was legally permitted and constructed before October 8, 2012, it is now considered a nonconforming sign. It may remain under certain conditions. Please see 16-9-5 *Nonconforming Signs* (EMC) and call the Community Development Department (303-762-2342) for more information on your particular sign.

35. **Where can I view the complete Sign Code?**

The text of the Sign Code is part of the Englewood Municipal Code and is available for viewing in the Community Development Department. It will be available on-line shortly.
SIGN PERMIT APPLICATION INSTRUCTIONS

Page 1
1. Complete all information and sign and date the application.
2. Verify you are submitting all materials required under Submittal Requirements

Page 2
- **Section 1: Site Info**
  1. Enter address and zone district (available on line or Community Development Department 303-762-2342)
  2. Check if the site is a corner or interior lot
  3. Check if site contains 1 use or multi-uses and use the appropriate column

- **Section 2: Allowed Number of Signs**
  1. Enter the appropriate frontage
  2. Circle the allowed number of signs based on the frontage
    o Example: If the street frontage of a single use is 170’, circle 4

- **Section 3: Allowed Sign Area**
  1. Calculate the allowed sign area by entering the appropriate amount of frontage that falls in each range.
    o Example: If the building frontage of a use in a strip mall is 120’, enter 100 in the first range and then 20 in the second range. The total allowed sign area is calculated as 220’: (100 x 2 + 20 x 1) = 220’

- **Section 4: Existing Signs**
  1. Enter information on all Existing signs for the use applying for new signage
  2. Identify the location of all existing signs on your attached site plan using the corresponding labels (E-1, E-2, etc.) from the table.
  3. Enter the total square footage of all existing signs that will remain on the site (no existing signs are present or are to remain, enter 0)

Page 3
- **Section 5: New Signs**
  1. Calculate amount of sign area available for your new sign by subtracting the amount of existing sign square footage from the use’s allowed sign area.
  2. Enter information for each New sign proposed on the application
  3. Identify the location of all new signs on your attached site plan using the corresponding labels (N-1, N-2, etc.) from the table.

Submit: Drop off completed application and required checklist materials to the Building and Safety Division on the 3rd floor of the Civic Center building at 1000 Englewood Parkway

Questions: Contact the Community Development Department at 303-762-2342
  Remember – Incomplete Applications will be returned
City of Englewood
Sign Permit Application

PERMIT # ___________________

Instructions: Complete Pages 1 – 3 and submit to the Building and Safety Division. Incomplete Sign Permit applications will not be reviewed. Save time and submit a complete application.

Site Address: ______________________________________________________________

Business/Tenant Name: _____________________________________________________

Owner Name: ____________________________________________________________________

Owner Address: ____________________________________________________________________

Contractor Name: ____________________________________________________________________

Contractor Address: ____________________________________________________________________

Phone: ______________________________ Fax: _____________________________

E-Mail: _____________________________________________

City License No: _______________________ Valuation: ________________________

I certify that all information listed hereon is accurate, to the best of my knowledge, and understand that any misrepresentation may result in the suspension or revocation of any permit issued, or the denial of the issuance of a permit.

Signature of Applicant: _____________________________________

Print Signature: ____________________________________________

Date: ________________

Submittal Requirements: Along with this completed application please submit 2 of each of the following:

Site Plans, dimensioned and drawn to scale containing:
  □ North arrow  □ Scale  □ Adjacent streets  □ Building foot print
  □ Street frontage (building frontage for multi-use properties, Location of all existing (use corresponding E# from Application)
  □ Location of all new signs (use corresponding N# from Application)
Elevation Drawing: Sign location and dimensions (dimensioned photo simulations may be accepted).
  □ Illumination: □ Yes (Submit lighting specifications)
  □ Electronic Message Displays (Submit manufacturer’s specifications and cd/m2 rating)

Note: This application is a review of signs for compliance to 16-6-13: Signs EMC of the Englewood Municipal Code. Depending on sign type, separate Electrical and/or Building Permits may be required.
# City of Englewood
## Sign Permit Application

### Section 1: Site Info

<table>
<thead>
<tr>
<th>Address:</th>
<th>Zone District:</th>
</tr>
</thead>
</table>

- **Property Type:**
  - ☐ Interior Lot
  - ☐ Corner Lot

- **Single Use** (on the site – use this column)
  - Street Frontage: ________ feet
  - Does the subject use have existing signs? ☐ Yes ☐ No

- **Multiple Uses** (on the site – use this column)
  - Building frontage (of subject use): ________ feet
  - Does the subject use have existing signs? ☐ Yes ☐ No

### Section 2: Allowed Number of signs

<table>
<thead>
<tr>
<th>If the total STREET frontage is:</th>
<th>Number of Allowed Principal Signs*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 150’</td>
<td>3</td>
</tr>
<tr>
<td>More than 150’ and up to 300’</td>
<td>4</td>
</tr>
<tr>
<td>More than 300’</td>
<td>5</td>
</tr>
</tbody>
</table>

*Single Uses with more than 2 street frontages are allowed 1 additional sign beyond what is allowed above.

<table>
<thead>
<tr>
<th>If the BUILDING frontage of the individual use is:</th>
<th>Number of Allowed Principal Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 150’</td>
<td>3</td>
</tr>
<tr>
<td>More than 150’ and up to 300’</td>
<td>4</td>
</tr>
<tr>
<td>More than 300’</td>
<td>5</td>
</tr>
</tbody>
</table>

### Section 3: Allowed Sign Area

#### Calculate the allowed sign area below:

- Enter the amount of STREET frontage that falls into each range and multiply by the corresponding factor:
  - \[ \leq 100’: \text{ ________ x 2.0 } = \text{ ________} \]
  - \[ > 100’ to \leq 250’: \text{ ________ x 1.25 } = \text{ ________} \]
  - \[ > 250’: \text{ ________ x 0.6 } = \text{ ________} \]

Add the calculations from above to get the allowed sign area: ________sf*

* If the sum of the calculations is less than 100, the total allowed sign area is rounded up to 100 square feet

#### Calculate the allowed sign area below:

- Enter the amount of BUILDING frontage that falls into each range below:
  - \[ \leq 100’: \text{ ________ x 2.0 } = \text{ ________} \]
  - \[ > 100’: \text{ ________ x 1.0 } = \text{ ________} \]

Add the calculations from above to get the allowed sign area: ________sf*

* If the sum of the calculations is less than 100, the total allowed sign area is rounded up to 100 square feet

### Section 4: Existing Signs

<table>
<thead>
<tr>
<th>Sign #</th>
<th>Sign Type</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
<th>Sign to Remain</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>E-2</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>E-3</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

| Total Area of Remaining Existing Signs: ________ sf |
Calculate the available sign area for new signs:
Subtract: **Existing** sign area (Section 4) from **Allowed** sign area (Section 3, #2): __________ sf

Complete information for each signs below (indicate by # the location each new sign on site plan)

<table>
<thead>
<tr>
<th>Sign #:</th>
<th>N-1</th>
<th>N-2</th>
<th>N-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Type:</td>
<td>□ Awning □ Marquee □ Suspended</td>
<td>□ Canopy □ Projecting (Blade) □ Wall</td>
<td>□ Ground</td>
</tr>
<tr>
<td>Sign Type:</td>
<td></td>
<td></td>
<td>□ Roof (Mansard only)</td>
</tr>
<tr>
<td>Sign Material:</td>
<td></td>
<td></td>
<td>□ Window</td>
</tr>
<tr>
<td>Illuminated:</td>
<td>□ Yes (If yes, submit specs)</td>
<td>□ No</td>
<td></td>
</tr>
<tr>
<td>Sign Dimensions:</td>
<td>Total Square Footage:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Information:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*Attach additional sheets if more than 3 signs are proposed)