

## Frequently Asked Questions

### Q: Where can I get an application?

A: Permit applications can be obtained in person at the City of Centennial offices, or online at [www.centennialcolorado.com](http://www.centennialcolorado.com).

### Q: How tall can I build my fence?

A: The maximum height for any fence in a residential zone district is **6 feet**. In some instances when adjacent to certain zone districts, a taller fence may be permitted. Those fences constructed in the front of any residence shall not exceed **4 feet** in height, and must be **50% opaque**. Fences built in commercial and industrial zones may be up to 8 feet tall, depending on the material/location.

### Q: Can my sign be illuminated?

A: Unless specified otherwise, all signs can be **internally** illuminated. However, externally illuminated signs are not permitted.

### Q: Do I need a permit for a temporary sign?

A: **Maybe**. The City does require a permit for certain temporary signs, such as banners, others may not. Contact the City for regulations for your specific type of temporary sign.

### Q: Are there any additional restrictions for construction of a fence or sign not found in the Land Development Code?

A: Yes. Storage of dumpsters and building materials is not allowed within the public right-of-way. Precautions must be taken to maintain pedestrian and vehicle accessibility and safety at all times. All other City codes and regulations must be followed, including right-of-way regulations and all sections of the City's Land Development Code.

## Why Do I Need To Obtain A Fence/ Sign Permit?

The City of Centennial requires a permit for all new/replacement fences and signs for the following reasons:

- To promote the health, safety, and welfare of the public, including the safety of persons and property, by providing construction that does not create a hazard due to collapse, fire, decay or abandonment.
- To protect the economic and aesthetic value of the community.
- To enhance the appearance of buildings and landscape in the City.

All fences and signs that are constructed without a permit are in violation of the City of Centennial Land Development Code and are subject to enforcement.

If you have other questions not addressed in this informational brochure, refer to the Land Development Code. For fences, refer to **Article 3, Section 0-3-602**. For requirements of signs, refer to **Article 6**. The City's Land Development Code is available for viewing online at:

<http://www.zoningplus.com/regs/centennial>  
[www.centennialcolorado.com](http://www.centennialcolorado.com)



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## Fence & Sign Permits Information Guide



A brief overview of fence and sign regulations

# HOW DO I GET A PERMIT IN CENTENNIAL?

## 1. Complete the fence/sign permit application

To get a fence or sign permit in the City of Centennial, the first step is filling out the permit application form. The application form can be accessed on the City's Web site, [www.centennialcolorado.com](http://www.centennialcolorado.com) from the Permits home page, or at the City Civic Center.

This application form requires information such as:

- Owner information
- Contractor information
- Details and size of fence/ sign
- Location of fence/ sign
- Value of labor/ materials
- Submittal requirements

This form **must be completed for any** fence or sign permit in the City. The application must be signed by the property owner or contractor\*, whoever is performing the work.

*\*All contractors must be licensed to do work in the City of Centennial. Contact the City of Centennial Licensing Division at (303) 754-3321 for further information on how to obtain a license.*

### **NOW INTRODUCING RAPID REVIEW THURSDAYS !**

BRING IN A COMPLETE APPLICATION FOR A FENCE OR SIGN PERMIT ON THURSDAYS BETWEEN 10:00AM AND 3:00PM, AND GET YOUR REVIEW COMPLETED WHILE YOU WAIT!

## 2. Submit two (2) copies of a Site Plan or Survey

Along with the application, you must submit two (2) copies of a site plan. Depending on the location and extent of the fence/sign installation or replacement, City Staff may require a land survey that shows the location of the property lines in relation to the fence/sign. In many cases, a hand drawn or computer generated site plan is acceptable.

### Site Plan Requirements:

- Include all measurements from property lines to the proposed fence or sign. **NOTE: The location of a property line is most often NOT along a sidewalk or curb.**
- If submitting for a fence permit, show the specific area where the fence will be constructed, as well as the dimensions of the fence and required setbacks.

### \*Example Site Plan (Fence):



\*Site Plan Shown 3-Dimensional for Instructional Purposes Only.

### **CORNER LOTS:**

When building or replacing a fence on a corner lot or along a City street, extra care must be taken to avoid placing any part of the fence in the public right-of-way (ROW). If the application calls for a fence to be built or replaced near the property line adjacent to a street, a survey will be required to verify the location of the public ROW before fence permit approval.

- If submitting for a sign permit, mark the location of the building where the sign will be placed, or the location of the site where a monument sign will be placed, and include two copies of the sign elevation drawings.

### \*Example Site Plan (Sign):



## 3. Pay the necessary permit fees

To cover the cost of reviews and inspections for each permit, the City requires a minimum permit review fee. The minimum review fees are:

- Fence Permit \$ 20.00
- Sign Permit \$ 50.00

These are minimum fees. Additional fees may be required depending on the valuation of the proposed work. Fees are due at time of permit issuance and are based on the value of labor and materials. The permit reviewer will inform you of the balance when the permit is ready for pick-up.

Reviews are typically completed within five business days for all fence/sign permits, assuming a complete application was submitted.