

# Frequently Ask Questions

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

**A: Yes.** The City does require a permit for most temporary signs over 6 square feet, such as banners, site signs, and sidewalk signs. Contact the City for questions about your specific type of temporary sign.

**Q: Where can I get a permit application?**

**A:** Permit applications can be obtained in person at the City of Centennial Building Division, or online at [www.centennialco.gov](http://www.centennialco.gov).

**Q: Are there any fees associated with a temporary sign permit?**

**A: No.** Temporary sign permits are free.

**Q: How do I know what zoning district I'm in?**

**A:** You can check your zoning district on the City's website at: [www.centennialco.gov](http://www.centennialco.gov) (search "what's my zoning")

**Q: How long can I have a temporary sign?**

**A:** Display duration of temporary signs depends on a number of factors, such as zoning district, sign type and material used. Please contact the City for specific durations.

**Q: Where can I find specific regulations for all types of temporary signage?**

**A:** Temporary signage regulations can be found in the City's 2011 Land Development Code (LDC). The LDC may be viewed online by visiting

[www.centennialco.gov](http://www.centennialco.gov) (search "2011 Land Development code")

**Q: Do sign twirlers need a permit?**

**A: No.** If the sign is carried, the City does not require a permit.

**Q: What type of signs are prohibited within the City of Centennial?**

**A:** Generally, signs that are animated, designed to move in the wind or are portable are prohibited. Such designs include flags (may be attached to flag pole, but not to signage), certain banners and vehicle signs. For specific regulations, please contact the City's Zoning Hotline.

**Q: Who should I call to ask specific questions about a temporary sign?**

**A:** The City's Community Development Department zoning hotline is available Monday through Friday from 8AM-5PM to answer questions. The zoning hotline number is (303) 754-3308.



Sidewalk Sign



Yard Sign



Detached Banner



Attached Banner



Site Sign



Sock Sign



Swing Sign



Window Sign



Carried Sign



## Temporary Signage Information Guide



**SPACE FOR LEASE**  
Call For Details  
**(888) 888-8888**



13133 East Arapahoe Road  
Centennial, CO 80112  
(303) 325-8000  
[www.centennialco.gov](http://www.centennialco.gov)  
(F) 720.488.0933

A brief overview of the most common temporary sign types and their regulations

# Detached Signs

## 1. Sidewalk signs are permitted in the AC, CG, and UC zone districts, subject to the following:

- Limited to 8 square feet per side (max. 2 sides)
- One sign per ground floor tenant bay allowed
- Must be removed from sidewalk at close of business
- Must leave at least 4 feet of sidewalk width for pedestrian use and cannot be located on sidewalks near arterial or collector rights-of-way

## 2. Yard signs are permitted in the AG, ED, NC, NI, OSR, RA and RS zone districts, subject to the following:

- Maximum size (residential signs) is 4 feet in height and 6 square feet of sign face per side, up to 24 square feet total (EX: 3sf signs, 8 signs total). AG zone district allowed up to 36 square feet total (EX: 3X1 signs, 12 signs total)
- Maximum size in ED and OSR zone districts is 4 feet in height and 6 square feet of sign face per side. Up to 2 signs per ingress or egress to parcel proposed for development

## 3. Temporary site signs (including detached banners, new development signs) are permitted in the AC, AG, BP, CG, ED, I, OSR, RA, RS, RU and UC zone districts, subject to the following:

### Location

- Must be placed on private property (not in the public right-of-way) and be at least 5 feet from all property lines (30 feet in some instances)

### Amount

- One sign per street frontage, per parcel

### Size

- Maximum size is 8 feet in height and 32 square feet per side in AC, BP, CG, ED, I, and OSR or 5 feet in height and 12 square feet in AG, NC, NI, RA, RS and RU zone districts

### Duration

- Vinyl - 30 days/year
- Corrugated Plastic - 6 months/year
- Wood - 10 months/year
- Other duration restrictions apply in AG, ED, OSR, RA, RS and RU zone districts. Contact the City for details

# Attached Signs

## 1. Banners are permitted in the AC, BP, CG, ED, I, OSR and UC zone districts, subject to the following:

- One banner per tenant, per building is allowed at a time
- Size limited to the allowed size for a permanent wall sign for the same tenant/owner. Contact the City for details
- Must be removed within 14 days (if cloth/canvas) or 30 days (vinyl or similar) of date of permit issued. Other durational restrictions apply in the ED and OSR zone districts. Contact the City for details
- Allowed for up to 30 calendar days per year, per tenant (i.e. a building with three tenants could have a combined total of 90 days per year)

## 2. Window signs are permitted in the AC, BP, CG, ED, I, OSR and UC zone districts, subject to the following:

- Minimum window transparency in CG, I, and UC zone districts is 50% (50% covered)
- Minimum window transparency in AC, BP, ED, and OSR zone districts is 80% (20% covered)
- Interior window signs (all materials) have no duration restrictions or permit requirements
- Exterior window signs (all materials) must be removed within 15 days of placement

# Misc. Signs

## 1. Temporary sock signs are permitted in the AC, BP, CG, I, and UC zone districts, subject to the following:

- May be installed upon issuance of a permit for a permanent detached sign
- Must be vinyl or other comparable material
- Must be removed within 30 days of placement

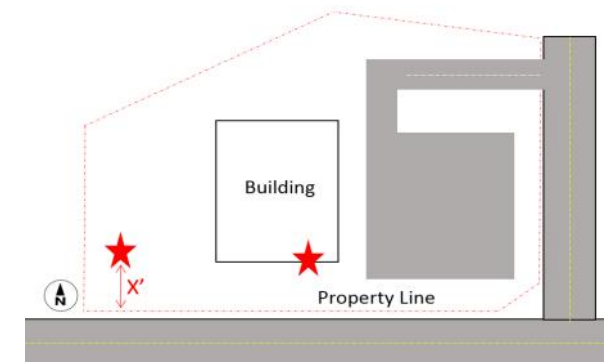
## 2. Swing signs are permitted in the AG, NC, NI, RA, RS and RU zone districts, subject to the following:

- One sign per lot is allowed. (AG zone district allowed one per frontage)
- Maximum size is 6 feet in height and 5 square feet (including up to 2 riders)
- Signs may be placed for not more than 9 months per year (wood, corrugated plastic, or metal sign face and finished wood or metal structure)

# Permit Process

1. Temporary sign permits can be obtained in person at the City of Centennial Building Division office or online at [www.centennialco.gov](http://www.centennialco.gov) (search "temporary sign permit")
2. Fill out all required information on the permit application, including landowner/landlord signature
3. Include one copy of a site plan or survey identifying location of the temporary signage. Aerial photos may be used as your site plan, with signage location clearly marked
4. Include one copy of a conceptual drawing for the proposed temporary signage, detailing the size and material of the sign(s)
5. Please verify all locations and distances to property lines, rights-of-way and easements when applying for a sign permit
6. Submit the Temporary sign permit application in person, or via e-mail to [buildingdivision@centennialco.gov](mailto:buildingdivision@centennialco.gov)
7. Once your permit has been processed and approved, your permit and authorization sticker will be held at the City of Centennial's Building Division to be picked up
8. The authorization sticker (like a license plate tag) will need to be placed on the lower left-hand side of the temporary signage to show that the sign has been approved

**\*\*Site Plan Example. Please clearly mark location of sign(s) as well as distance from property line for detached signs\*\***



**\*\*This brochure is provided as a general guideline only. For specific questions regarding these or other temporary signs please contact the Community Development Department Zoning Hotline at (303) 754-3308\*\***