



PLANNED SIGN PROGRAM SUBMITTAL REQUIREMENTS

City of Greenwood Village
Community Development Department
6060 S. Quebec Street
Greenwood Village, CO 80111
(303) 486-5783
planningstaff@greenwoodvillage.com

SUBMITTAL REQUIREMENTS:

All items shall be submitted in electronic format (PDFs).

1. **Application Form**
2. **Application Cover Letter Addressing Approval Criteria**
3. **Site Plan**
 - Drawn to scale and showing the entire property and adjacent streets.
 - Show all existing and proposed sign locations, numbered to correspond to the application.
 - Show existing and proposed site improvements relevant to the request, including curb cuts and driveways.
 - Show existing and proposed landscaping relevant to the request, including proposed landscaping around the base of ground signs.
 - Dimension the setbacks of all proposed and existing ground signs from the street curb.
 - Demonstrate that sight distance triangles for ground signs have been met.
4. **Color Sign Specifications Drawings for All Signs**
 - Drawn to scale and dimensioned.
 - Call out the materials, colors, sign area, sign height, maximum letter and/or logo size, method of letter and/or logo attachment, and method and intensity of illumination.
5. **Color Building Elevation Drawings or Photo-Simulations for All Proposed Wall Signs**
 - Drawn to scale.
6. **Legibility Analysis** (*for Proposed I-25 Signs*)
7. **Application Fee - \$150 (New or Amended Planned Sign Program)**
 - Checks should be made payable to: City of Greenwood Village
8. **Letter of Authorization** (if applicant other than the property owner)

SUBMITTAL DEADLINE:

Submittals must be deemed complete by staff a minimum of **30 DAYS** ahead of the anticipated Planning and Zoning Commission meeting. The Planning and Zoning Commission meets on the first and third Tuesday of each month.

PUBLIC NOTICE:

For Planned Sign Programs, notice by mail shall be provided as follows:

- i. Notice shall be provided to all record property owners or all property adjacent to all Planned Sign Program requests.

- ii. Notice shall be provided to all record owners of residential property within 500 feet of a proposed sign that will be visible to said residential properties.
- iii. Notice shall be provided to the record owners of all residential property within 1,000 feet of a proposed sign that will be visible to said properties and which sign requests a variation greater than 150 percent of standards otherwise allowed by this Code.

The property shall be posted as follows:

- i. The signs provided by the City shall be posted adjacent to each street adjoining the property at the locations selected by the City, for a period of at least fifteen (15) days prior to the public hearing.
- ii. In the case of a continuance, the property should remain posted and the dates on the sign changed to reflect the new hearing date.
- iii. Following a decision by the Planning & Zoning Commission, posting signs shall be returned to the Community Development Department.

APPROVAL CRITERIA:

Per Section 16-2-80(d) of the Land Development Code, prior to the approval of a Planned Sign Program, the Planning and Zoning Commission shall find that the following criteria have been met:

- 1. The program will accomplish the general objectives of this Chapter with regard to encouraging a desirable urban character, enhancing the economic value of the community, reduction of safety hazards and provision of wayfinding;
- 2. The program is well-designed and pleasing in appearance employing variety and good design relationships;
- 3. The program is compatible with the Comprehensive Plan and adjacent land uses; and
- 4. Illumination and size of signs in the program is appropriate for the location, use and character of the neighborhood, particularly existing nearby residential uses or structures. The program should minimize adverse impacts from intense illumination and large signs or structures which visually dominate an area.

In addition to the approval criteria, the following standards of Section 16-2-80 shall also be considered:

(e) Sign copy. The sign copy for a sign shall not exceed forty percent (40%) of the sign area.

(f) Signs affixed to buildings.

- (1) The sign area for a sign affixed to a building shall not exceed ten percent (10%) of the building façade upon which such sign is located.
- (2) A sign located above a building façade (eave line) shall be integral with the building and also an integral design feature of the building.

(g) Signs within sixty (60) feet of property used for residential purposes. Signs, including lighting, shall be designed to minimize negative visual impacts on nearby residential neighborhoods. Signs shall not be illuminated after the close of business.

(h) Ground signs.

- (1) Ground signs within the I-25 corridor shall not exceed the height necessary for the sign to be legible for motorists traveling on I-25. If highway and light rail infrastructure do not provide a visual impediment, then a ground sign shall meet the height standard for the applicable zone district. A request for a deviation from the ground sign height standard for the applicable zone district should include adequate documentation, such as photo-simulations and cross-sections, demonstrating the need for the deviation from the height standard for motorists to reasonably view the signs from I-25.
- (2) Monument signs with architecturally compatible bases are encouraged in order to avoid a top-heavy appearance of the sign.



PLANNED SIGN PROGRAM APPLICATION

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planningstaff@greenwoodvillage.com

PROPERTY ADDRESS _____

Existing Zoning _____ **Existing Use** _____

Site Size (Acres) _____ **Total Building Size (SQ. FT)** _____

CONTACT INFORMATION

Name/Title _____ **Company** _____

Address _____ **State** _____ **Zip** _____

Email Address _____ **Phone** _____

PROPERTY OWNER

Name/Title _____ **Company** _____

Address _____ **State** _____ **Zip** _____

Email Address _____ **Phone** _____

DESCRIPTION OF REQUEST: _____

I, _____ hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with/or contained within this application are true and correct to the best of my knowledge.

City of _____

County of _____

State of _____

Print Name (Owner or Authorized Agent)
If Agent, attach Agency Authorization

Signature

Subscribed and sworn before me this _____ day of _____, 20__ by

Print Owner/Agent's Name

Notary Public
My Commission Expires _____

NOTICE OF PUBLIC HEARING

Date: _____

(Name of Property Owner)

(Street)

(City, State, Zip)

Dear _____,

Please be informed that on __ at 7:00 P.M., a **PUBLIC HEARING** will be held before the **PLANNING & ZONING COMMISSION** at Greenwood Village City Hall, 6060 S. Quebec Street, Greenwood Village, CO 80111-4591.

An approval is being requested for: _____

Please find enclosed a copy of the application, site plan, and other applicable material. You may contact __, at (303) 773-0252, or the applicant if you have any questions. Feel free to appear at the hearing or send written comments.

(Name of Applicant)

(Street)

(City, State, Zip)

(Phone)

SIGN #1:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach Sign Specification Drawing

SIGN #2:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach Sign Specification Drawing

SIGN #3:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach Sign Specification Drawing

SIGN #4:

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach Sign Specification Drawing

SIGN # _____ :

Existing to Remain / Proposed (*circle one*)

Type: Ground _____ Wall _____ Other _____ (Explain) _____

Location: _____

Overall Sign Dimensions (*height by length*): _____ ft. by _____ ft.

Sign Area: _____ sq. ft.

Sign Copy as a Percentage of Sign Area: _____ %

Sign Height: _____ ft. above grade

Building Frontage or Storefront Width: _____ ft. (*for wall signs only*)

Ground Sign Setback Distance: _____ ft. from street curb

Method of Illumination: _____

Copy: _____

Attach Sign Specification Drawing