

### Subsec. 10-1-3.10.B Sign Allowances and Prohibitions

**A. Signs Allowed Without a Permit.** The following signs may be erected and maintained without a Sign Permit and without being deducted from the allowable face areas of other permitted signs:

1. *Etched Sign.* A sign that is cut or etched into masonry, bronze, or similar material on a building and that is a maximum of six square feet in area;
2. *Interior Signs.* Signs that are not visible from residential property, abutting property, or street;
3. *Accessway Signs.* Non-illuminated signs not exceeding three square feet in sign area or three feet in height per sign nor allowing more than one such sign per non-residential access; however, if such signs are internally or externally illuminated then such signs shall be subject to regulation under this Code as a monument sign;
4. *Headstones and Memorials.* Headstones and other memorials;
5. *Flags.* Flags attached to a pole of up to 40 feet in height that have a maximum area of 32 square feet. The installation of the flag pole requires a building permit;
6. *Governmental Signs.* Signs posted by local, state, and federal agencies such as regulatory signs and traffic control signs;
7. *Occupant/Address Signs.* Visible street numbers and occupant identification are essential for emergency service providers to rapidly locate and identify specific buildings when emergency incidents are underway, including non-illuminated signs affixed to buildings, structures, mailboxes, decorative light posts, access entrances, or similar structures, that identify the address of the structure or occupant. Occupant/Address Signs include business directory signs not intended to be viewed from the street. The size and type of numbers shall be in accordance with the City Code;
8. *Parking of Advertising Vehicles on Private Property.* Advertising vehicles parked on private property, visible from the street, used on a regular basis within each business week as a means of transportation for the business that is advertised; and
9. *Display Window Signs.* Signs inside display windows visible from the street that are a maximum of four square feet in area.
10. *Face changes.* Sign face changes with no impact to the sign cabinet;
11. *Small Temporary Signs.* Post and stake signs as allowed by Table 10-1-3.10.F.
12. *Building Wayfinding Signs.* Non-residential buildings may include signage indicating the location(s) of any entrance. The maximum entry signage attached to a building size for non-residential buildings is ten square feet. For non-residential buildings over 60,000 square feet, one wayfinding sign indicating a service entrance shall be allowed. The maximum size of a service wayfinding sign shall be thirty-two square feet. Service entrance signs are prohibited for non-residential buildings under 60,000 square feet.
13. *Drive-Thru Menu Boards.* For the purposes of this Section, “drive-thru menu board” shall mean a freestanding or mounted signage structure, specifically designed to display commercial messaging for users within a drive-thru access lane at a business.
  - i. Quantity. One primary and one secondary drive-thru sign is allowed per drive-thru lane.
  - ii. Electronic displays. Drive-thru signs may include a speaker and an electronic screen to display information to the users within a drive-thru access lane.

**B. Prohibited Signs.** The following signs shall not be permitted in any district:

1. *Animated or Moving Signs.* Animated or moving signs, including signs consisting of any moving, swinging, rotating, flashing, blinking, scintillating, fluctuating, or otherwise animated light, unless specifically permitted as part of the allowable signage enumerated in this Code;
2. *Portable Signs.* Portable signs except as permitted in individual zoning districts;

3. *Certain Temporary Signs*. Banners, pennants, searchlights, twirling signs, balloons or other gas-filled objects, tube signs, or feather signs, except as permitted in individual zoning districts;
4. *Roof Signs*. Signs mounted on a roof or roof illumination designed to illuminate signs located elsewhere on the building;
5. *Obstructive Signs*. Any sign that obstructs any window, door, fire escape, stairway, ladder, or opening intended to provide light, air, ingress, or egress for any building, as required by law, or which hides from view any traffic or street sign or signal or device;
6. *Signs in Rights-of-Way and Public Places*. Any signs and supports, other than signs and supports required by a governmental authority, which are located on the public right-of-way, including, but not limited to, public streets, alleys, medians, and tree-lawns;
7. *Parking of Advertising Vehicles on Street or Public Property*. An advertising vehicle parked on a street or on public property for the sole or primary purpose of advertising;
8. *Billboards*. As defined in Section [10-12-2.1, Definitions](#); and
9. *Nuisances*.

- i. *Glare*. Any sign that causes any direct glare into or upon any residential building or premises, other than the building or premises to which the sign is attached.

- ii. *Other*. Any sign which emits sound, odor, or visible matter, which serves as a distraction to persons within the street.

**C. Illegal Signs.** It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, convert, maintain, own, or display any sign prohibited by the terms of this Code. The terms and provisions of this Code shall prevail in the event of any conflict with any other ordinance or regulation of the city.

(Ord. [18, Series of 2022](#); Ord. [20, Series of 2023](#))

### **Subsec. 10-1-3.10.G Master Sign Plan**

**A. Generally.** This Subsection identifies standards of applicability and maximum signage for large scale commercial sites, multi-parcel commercial sites, shopping centers, and campus environments. The process for applying for a Master Sign Plan (MSP) is established in Subsection 10-9-5.9, *Master Sign Plan*.

**B. Purpose.** The purpose of the sign regulations established in this section of the code is to create and implement a coordinated plan that establishes a more comprehensive, efficient, and unified approach to the design, placement, and appearance of signage within a subject property. Signage, which is proposed as part of an MSP, may deviate from general signage standards addressed in Subsection 10-1-3.10 *Sign Standards* and specific signage standards of individual zone districts in terms of the types and numbers of signs allowed, the maximum sign area, materials, and illumination standards. The MSP process helps ensure that signs align with the purpose of the sign code standards and are:

1. Consistent with the city's design standards;
2. Adhere to development's design guidelines if applicable;
3. Promote economic development;
4. Contribute positively to the built environment;
5. Align with zoning and land use regulations;
6. Balance aesthetic consistency; and
7. Ensure regulatory compliance and functionality.

**C. Applicability.**

1. MSPs are permissible for multi-parcel sites and campus (i.e. Hospitals and Colleges) environments that are a minimum of ten acres and located in one of the following zoning districts:
  1. Corridor Mixed (CM);
  2. Business Center (BC); or
  3. Industrial Park (IP).

**D. Standards for all Master Sign Plans**

1. Content. An MSP is required to illustrate the proposed signage and its compliance with this section. The following signage requirements are for Permanent Attached Signage, Permanent Freestanding Signage, and Exempt Signage.
  - a. Attached Signage. This signage type refers to signage physically attached to building walls. These signs include, but are not limited to, Awning, Marquee, Mural, Projecting, Wall, or Window signs. Each individual building or tenant space shall abide by the CM standards in Table 10-3-5.1.2 *CMU Attached Sign Standards* regardless of the zoning district within which the site is located. The following exceptions to Table 10-3-5.1.2 *CMU Attached Sign Standards* is allowed through this Master Sign Plan process for better wayfinding.
    1. The maximum allowed wall sign area for a building façade that fronts a Commercial Corridor or Suburban Connector (as defined in the Littleton Transportation Master Plan) is either 40 square feet or 1 square foot for every 1.5 linear feet of the building's façade, whichever is larger. This applies to buildings abutting the following designated streets:
      - a. West Bowles Avenue
      - b. West Bellview Avenue
      - c. South Broadway Street
      - d. West County Line Road
      - e. South Federal Boulevard
      - f. South Lincoln Street
      - g. West and East Mineral Avenue
      - h. Southpark Drive
      - i. Southpark Terrace

- j. Southpark Lane
  - k. South Santa Fe Drive
- 2. The maximum allowed wall sign area per each wall sign shall be 300 square feet for a building façade that is located more than 200 feet from a Commercial Corridor or Suburban Connector, and for buildings over 100,000 square feet.
- b. Freestanding Signage. This type refers to signage located on the subject property but has standalone structural support. These signs are limited to Pylon, or Monument. The below standards pertain to permanent, freestanding signs.
  - 1. Freestanding multi-parcel signs:
    - a. Quantity and Location: Allowed at entrances into an MSP eligible site directly adjacent to an entrance into the subdivision or campus, or at the intersection of two streets with classifications of Commercial Corridor or Suburban Connector. No two freestanding multi-parcel signs shall be located within 600 feet of each other, as measured along the perimeter of the area, unless separated by a public right-of-way.
    - b. Maximum Height and Size: A freestanding multi-parcel sign shall be in the form of a monument or pylon sign, may have a maximum height of 25 feet, and may have a maximum signage area per Table Note 2 in the CM standards in Table 10-3-5.1.3 CMU Freestanding Sign Standards. Only two parallel faces are allowed.
    - c. Electronic messenger signs are prohibited except for digital signs that are composed of four numeric digits.
  - 2. If the applicant does not utilize the freestanding multi-parcel sign standards as outlined herein, all freestanding signs shall abide by the CM standards in Table 10-3-5.1.3 CMU Freestanding Sign Standards.
  - 3. If an applicant utilizes the freestanding multi-parcel sign standards as outlined herein, then the following signage standards apply to the other parcels within the subject property.
    - a. All individual parcels within the subject property shall be restricted to the Monument Sign standards for the CM District located within Table 10-3-5.1.3 CMU Freestanding Sign Standards. Pylon signs are allowed for multi-parcel signs, but Pole signs and Pylon signs are therefore prohibited for the individual parcels within the subject area.
    - b. All other freestanding sign types are prohibited apart from the exempt signs found within this code.
    - c. Electronic changeable copy is prohibited except where otherwise allowed within this section.
    - d. Post signs are allowed per Table 10-3-5.1.3 CMU Freestanding Sign Standards.

### Section 10-3-5.1 CMU Sign Types and Standards

**D. Applicability.** The sign requirements in this Section apply to the NC and CM districts.

**E. Master Sign Plan.** Refer to Subsec. 10-1-3.10.G.

**F. Sign Types.**

1. *Unlisted Sign Types.* Sign types that are not listed in the following tables are prohibited in these districts.

Table 10-3-5.1.1 CMU Sign Types		
P = Permitted; "--" = Prohibited		
Sign Types	Neighborhood Commercial (NC)	Commercial Mixed (CM)
<b>Attached Signs</b>		
Arcade Sign	--	P
Awning Sign	P	P
Blade Sign	P	P
Marquee Sign	--	P
Projecting Sign	P	P
Wall Sign	P	P
Window Sign	P	P
<b>Freestanding Signs</b>		
Monument Sign	P	P
Pole Sign	--	P
Post Sign	P	--
Pylon Sign	--	P
<b>Temporary Signs - See Subsection 10-1-3.10.F, Temporary Signs</b>		

**G. Attached Signs.** Set out in Table 10-3-5.1.2, *CMU Attached Sign Standards*, are the types, numbers, areas, heights, and methods of illumination allowed for each sign type and district.

Table 10-3-5.1.2 CMU Attached Sign Standards		
Sign Types / Standards	Neighborhood Commercial (NC)	Commercial Mixed (CM)
Arcade Sign		
Number Allowed	--	1 per public entrance under arcade
Maximum Area	--	6 sq. ft.
Minimum Clearance above Sidewalk	--	8 ft.
Illumination	--	External downlighting or halo
Changeable Copy	--	--
Awning or Canopy Sign		
Number Allowed	1 per street-facing façade	1 per building façade or 1 per storefront for a mixed-use or multi-tenant building
Maximum Area	6 sq. ft. with a vertical dimension of 1 ft.	
Minimum Vertical Clearance / Maximum Height Above Grade	Minimum 8 ft. / Maximum no higher than top of ground floor <sup>4</sup>	
Illumination	External downlighting	
Changeable Copy	--	
Blade Sign		
Number Allowed	1 per each 10 ft. of an awning or canopy	1 per each 8 ft. of an awning or canopy
Maximum Area	3 sq. ft. per face; 12 sq. ft. per sign	8 sq. ft. per face; 16 sq. ft. per sign
Minimum Vertical Clearance / Maximum Height Above Grade	8 ft.	8 ft.
Illumination	--	External downlighting

**Table 10-3-5.1.2  
CMU Attached Sign Standards**

Sign Types / Standards	Neighborhood Commercial (NC)	Commercial Mixed (CM)
Changeable Copy	--	--
Marquee Sign		
Number Allowed	--	1 per front building façade
Maximum Area <sup>1</sup>	--	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear foot of building front width, whichever is greatest
Min. / Max. Clearance Above Grade	--	12 ft. / 25 ft.
Maximum Distance from Building Façade	--	48 inches <sup>4</sup>
Illumination	--	Internal or halo
Changeable Copy	--	Permitted
Projecting Sign		
Number Allowed	1 per street-facing façade	1 per tenant per building frontage
Maximum Area	18 sq. ft. per face; 36 sq. ft. per sign	
Min. /Max. Clearance Above Grade	8 ft. / No higher than the ground floor	
Maximum Projection from Wall	6 ft.; 3 ft. into right-of-way (subject to an encroachment permit)	
Illumination	Internal, halo, or downlight	
Changeable Copy	--	
Wall Sign		
Number Allowed	1 per street-facing façade <sup>3</sup>	1 per tenant per building frontage
Maximum Area/Sign <sup>2</sup>	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of façade width occupied by an individual business, whichever is greatest	
Max. Clearance Above Grade	No higher than wall structure	
Maximum Projection from Wall	12 in. <sup>4</sup>	
Illumination	External downlighting, internal, or halo	
Changeable Copy	--	
Window Sign		
Number Allowed	1 per tenant per building frontage	1 per tenant per building frontage
Maximum Area	15% of combined area of all windows	20% of combined area of all windows
Max. Clearance Above Grade	--	No higher than top of ground floor
Illumination	Dimmable and any applicable standards in Sec. <b>10-1-3.11, Outdoor Lighting Standards</b>	Dimmable and any applicable standards in Sec. <b>10-1-3.11, Outdoor Lighting Standards</b>
Changeable Copy	--	Permitted
Table Notes: 1. Reserved. 2. The area of wall signs may be increased by 25 percent for each 10 ft. of building height above 30 ft. up to a maximum of 200 sq. ft. per sign. 3. Signs may be permitted on side and rear walls facing private streets or public right-of-way where there are no primary identification signs in the same line of sight. 4. Awnings, canopies, marquees, and signs with less than 15 feet clearance above the sidewalk must meet building codes for maximum projection.		

**E. Freestanding Signs.** Set out in Table 10-3-5.1.3, *CMU Freestanding Sign Standards*, are the types, numbers, areas, heights, and methods of illumination allowed for each sign type and district.

**Table 10-3-5.1.3  
CMU Freestanding Sign Standards**

Sign Types / Standards	NC	CM
Monument <sup>1</sup>		
Number Allowed	1 per street frontage	1 per 150 ft. of street frontage
Maximum Area <sup>2</sup>	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater	
Maximum Height Above Grade	6 ft.	15 ft.
Minimum Front Property Line Setback	5 ft.	5 ft.
Illumination	Internally lit, Halo lit, or Externally downlit	
Changeable Copy	Permitted <sup>2</sup>	
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, <i>Sign References and Bonuses</i>
Pole		
Number Allowed	--	1 per street frontage
Maximum Area	--	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater
Maximum Height Above Grade	--	Lesser of the highest point of the building or 15 ft.
Minimum Front Property Line Setback	--	5 ft.
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, <i>Sign References and Bonuses</i>
Post Sign		
Number Allowed	1 per street frontage	
Maximum Area	6 sq. ft.	
Maximum Height Above Grade	5 ft.	
Minimum Front Property Line Setback	5 ft.	
Bonus Sign Area	--	
Pylon <sup>1</sup>		
Number Allowed	--	1 per 150 ft. of street frontage
Maximum Area <sup>2</sup>	--	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater
Maximum Height Above Grade	--	Lesser of the highest point of the building or 25 ft.
Illumination	--	Internally lit, Halo lit, or Externally downlit
Changeable Copy	--	Not Permitted
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, <i>Sign References and Bonuses</i>
Table Notes: 1. A joint identification sign is permitted. 2. The maximum total area per sign allowed is 80 square feet per display face and 160 square feet per sign.		

(Ord. 18, Series of 2022; Ord. 20, Series of 2023)

## Section 10-5-5.1 BI Sign Types and Standards BC IP DESIGN - D SIGNS - S SITE DEVELOPMENT - SD

**H. Applicability.** The sign requirements in this Section apply to the BC and IP districts.

**I. Master Sign Plan.** Refer to Subsec. 10-1-3.10.G.

### J. Sign Types.

1. *Table Symbols.* Table 10-5-5.1.1, *BI Sign Types*, uses the following symbols:

- i. "P" means the sign type is permitted.
- ii. "--" means the sign type is prohibited.

2. *Unlisted Sign Types.* Sign types that are not listed in the following tables are prohibited in these districts.

Table 10-5-5.1.1 BI Sign Types		
Sign Types	Business Center (BC)	Industrial Park (IP)
<b>Attached Signs</b>		
Awning Sign	P	P
Projecting Sign	P	--
Wall Sign	P	P
<b>Freestanding Signs</b>		
Monument Sign	P	P
Pole Sign	--	--
Pylon Sign	P	P

**K. Attached Signs.** Set out in Table 10-5-5.1.2, *BI Attached Sign Standards*, are the types, numbers, areas, heights, and methods of illumination allowed for each sign type and district.

Table 10-5-5.1.2 BI Attached Sign Standards		
Sign Types / Standards	Business Center (BC)	Industrial Park (IP)
Awning Sign		
Number Allowed	1 per street-facing façade	
Maximum Area	18 sq. ft. with a vertical dimension of 1.5 ft.	24 sq. ft. with a vertical dimension of 2 ft.
Minimum Vertical Clearance / Maximum Height Above Grade	8 ft. / 15 ft. <sup>3</sup>	12 ft. / 20 ft. <sup>3</sup>
Illumination	External downlighting	
Changeable Copy	--	
Projecting Sign		
Number Allowed	1 per street-facing façade	--
Maximum Area	18 sq. ft. per face; 36 sq. ft. per sign	--
Min. / Max. Clearance Above Grade	8 ft. / No higher than the ground floor	--
Maximum Projection from Wall	8 ft. <sup>3</sup>	--
Illumination	Internal, halo, or downlight	--
Changeable Copy	--	--
Wall Sign		
Number Allowed	1 per street-facing façade	
Maximum Area/Sign <sup>1</sup>	50 sq. ft. or 1 sq. ft. of sign area for each 1 linear ft. of façade width, whichever is greatest, up to a maximum of 100 sq. ft. per display face, 200 sq. ft. per sign, and 300 sq. ft. per use	
Max. Clearance Above Grade	No higher than wall structure	
Maximum Projection from Wall	12 in. <sup>3</sup>	
Illumination <sup>2</sup>	External downlighting, internal, or halo	

Table 10-5-5.1.2 BI Attached Sign Standards		
Sign Types / Standards	Business Center (BC)	Industrial Park (IP)
Changeable Copy	--	
Table Notes: 5. When the area of a lot only permits 50 sq. ft., an additional 1 ft. of sign area is permitted for each 2 ft. of setback of the principal building, up to a maximum of 80 sq. ft. of sign area. 6. All outdoor lighting fixtures shall be turned off after between the hours of 10:00 p.m. and 6:00 a.m. unless needed for safety or security, in which case the lighting shall be reduced to the minimum level necessary. 7. Awning, projecting, and signs with less than 15 feet clearance above the sidewalk must meet building codes for maximum projection.		

**F. Freestanding Signs.** Table 10-5-5.1.3, *Freestanding Sign Standards*, sets out which types, sizes, and other standards are required of freestanding signs in each district. Freestanding signs shall have no more than one, two-sided sign face or backing panel.

Table 10-5-5.1.3 Freestanding Sign Standards		
Sign Types / Standards	Business Center (BC)	Industrial Park (IP)
Monument Sign¹		
Number Allowed	1 per street frontage	2 per street frontage
Maximum Area	64 sq. ft. or 1 sq. ft. of sign area for each 1 linear feet of building frontage width, whichever is greater	
Maximum Height Above Grade	25 ft.	
Illumination	Internally lit, Halo lit, or Externally downlit	
Changeable Copy	--	
Bonus Sign Area	Yes; see Subsec. 10-1-3.10.E, <i>Sign References and Bonuses</i>	
Pylon Sign¹		
Number Allowed	1 per street frontage	
Maximum Area	64 sq. ft. or 1 sq. ft. of sign area for each 1 linear ft. of building frontage width, whichever is greater up to an overall maximum of 150 sq. ft.	
Maximum Height Above Grade	10 ft.	
Illumination	Internally lit, Halo lit, or Externally downlit	
Changeable Copy	--	
Bonus Sign Area	Yes; see Subsec. 10-1-3.10.E, <i>Sign References and Bonuses</i>	
Table Notes: 3. Joint identification signs are permitted.		

(Ord. [18](#), [Series of 2022](#))

### Section 10-9-3.9 Development Review Summary

**L. Generally.** Table 10-9-3.9.1, *Development Review Summary*, compiles the review procedures for applications in this Code involved in the development review process. Detailed information about general procedures and applications are further discussed in this Article.

Table 10-9-3.9.1 Development Review Summary							
Development Application	Pre-App Required	Neighborhood Meeting	Review and Decision		Public Notice	Expiration (10-9-3.8)	Applicable Standards
			Review/Recommend	Decide			
CDD = Community Development Director; PC = Planning Commission; CC = City Council; HPC = Historical Preservation Commission; AAC = Appeals and Adjustments Commission; [ ] = Public Hearing Required							
Code / Zoning Amendments							
Rezoning or Zoning Map Amendment (Sec. 10-9-4.1)	✓	✓	1st: CDD 2nd: [PC]	[CC]	Pu M Po	None	
City-Initiated Comprehensive Rezoning			1st: CDD 2nd: [PC]	[CC]	Pu <sup>6</sup>	None	
Code Text Amendment (Sec. 10-9-4.3)			1st: CDD 2nd: PC	CC	Pu	None	
Amendment to the Future Land Use and Character Map	✓	✓	1st: CDD 2nd: PC	[CC]	M Po, and as required by state law		
Site Development and Use Permits							
Abbreviated Site Plan (Sec. 10-9-5.4)			CDD	CDD	None	None	
Conditional Use Permit (Sec. 10-9-5.1)	✓	✓	CDD	[PC]	Pu M Po	1 year	Sec. 10-1-1.4 Sec. 10-1-1.5
Major Plan Amendment (Sec. 10-9-5.2)	✓	✓	CDD	CDD [PC] <sup>4</sup>	M Po	Same as application being modified	
Minor Plan Amendment (Sec. 10-9-5.3)			CDD	CDD	None	Same as application being modified	
Site Plan (Sec. 10-9-5.4)	✓	✓	CDD	CDD <sup>9</sup>	None	2 years	Article 10-1-3
Temporary Use Permit (Sec. 10-9-5.5)			CDD	CDD	None	As specified in approved permit	Sec. 10-1-1.8
Zoning Certificate (Sec. 10-9-5.6)			CDD	CDD	None	180 days	Article 10-1-1
Master Development Plan (Sec. 10-9-5.7)	✓	✓	CDD	[PC]	Pu M Po	2 years	Article 10-1-3
Adaptive Reuse Plan (Sec. 10-9-5.8)	✓		CDD	CDD	None	2 years	
Master Sign Plan (Sec. 10-9-5.9)	✓		CDD	CDD	None	2 years	
Improvement Plans and Permits							

**Table 10-9-3.9.1  
Development Review Summary**

Development Application	Pre-App Required	Neighborhood Meeting	Review and Decision		Public Notice	Expiration (10-9-3.8)	Applicable Standards
			Review/Recommend	Decide			
CDD = Community Development Director; PC = Planning Commission; CC = City Council; HPC = Historical Preservation Commission; AAC = Appeals and Adjustments Commission; [ ] = Public Hearing Required							
Floodplain Certificate of Compliance (Sec. 10-9-6.1)			Floodplain Administrator	Floodplain Administrator	None	None	Article 10-7-1 Article 10-7-2
Construction Plans (Sec. 10-9-6.2)			City Engineer	City Engineer	None	2 years	LEDS
Access Permit (Sec. 10-9-6.3)			City Engineer	City Engineer	None	180 days	LEDS
Floodplain Development Permit (Sec. 10-9-6.4)			Floodplain Administrator <sup>3</sup>	Floodplain Administrator <sub>3</sub>	None	2 years	Article 10-7-1 Article 10-7-2
Grading Permit (Sec. 10-9-6.5)			City Engineer	City Engineer	None	2 years	
Sign Permit (Sec. 10-9-6.6)			CDD	CDD	None	180 days	Sec. 10-1-3.10 Article 10-2-5 Article 10-3-5 Article 10-4-5 Article 10-5-5
Subdivision Improvement Agreement (SIA) (Sec. 10-6-3.1)			City Attorney City Engineer	City Manager	None	Per agreement	Sec. 10-6-3.1
SIA Minor Modification (Sec. 10-6-3.1)			City Engineer	City Engineer	None	Per agreement	Sec. 10-6-3.1
Subdivisions and Vacations							
Administrative Plat (Sec. 10-9-7.1)			CDD	CDD	None	1 year <sup>1</sup>	Chapter 6
Final Plat (Sec. 10-9-7.2)			CDD	CDD	None	1 year <sup>1</sup>	Chapter 6
Preliminary Plat (Sec. 10-9-7.3)	✓		CDD	[PC]	Pu M Po	1 year <sup>2</sup>	Chapter 6
Technical Corrections to a Plat (Sec. 10-9-7.4)			CDD	CDD	None	1 year <sup>1</sup>	Chapter 6
Vacation Plat (Sec. 10-9-7.5)			CDD	[PC]	None	1 year <sup>1</sup>	Chapter 6
Vacation of Streets and Easements (Sec. 10-9-7.6)		✓ for streets	CDD	[CC] for streets; CDD for easements not involving public vehicular access	Pu M Po	1 year <sup>1</sup>	Chapter 6

**Table 10-9-3.9.1  
Development Review Summary**

Development Application	Pre-App Required	Neighborhood Meeting	Review and Decision		Public Notice	Expiration (10-9-3.8)	Applicable Standards
			Review/Recommend	Decide			
CDD = Community Development Director; PC = Planning Commission; CC = City Council; HPC = Historical Preservation Commission; AAC = Appeals and Adjustments Commission; [ ] = Public Hearing Required							
Historic Preservation Applications							
Certificate of Appropriateness (Sec. 10-9-8.1)	✓		CDD	[HPC]	M Po	1 year	Chapter 8
Certificate of Demolition (Sec. 10-9-8.2)	✓		CDD	[HPC]	M Po	1 year	Chapter 8
Certificate of Economic Hardship (Sec. 10-9-8.3)	✓		CDD	[HPC]	None	1 year	Chapter 8
Designation of Historic Landmarks and Districts (Sec. 10-9-8.4)	✓	✓	CDD HPC	[CC]	M Po <sup>7</sup>	None	Chapter 8
Relief, Appeals, and Interpretations							
Administrative Adjustment (Sec. 10-9-9.1)			CDD	CDD	None	Same as application being modified	
Appeal of Administrative Decision (Sec. 10-9-9.2)			CDD	[PC] <sup>8</sup> [HPC] <sup>8</sup> [AAC] <sup>8</sup>	M	None	
Appeal of Board or Commission Decision			CDD	CC	Po	Same as application being appealed	Same as application being appealed 10-9-3.7
Floodplain Variance (Sec. 10-9-9.3)			Floodplain Administrator	[PC]	Pu M Po	2 years	Article 10-7-1 Article 10-7-2
Variance (Sec. 10-9-9.4)	✓		CDD	[AAC]	M Po	None <sup>3</sup>	
Written Interpretation (Sec. 10-9-9.5)			CDD	CDD	None	None	
Miscellaneous Application Types							
Annexation (Sec. 10-9-4.4)	✓	✓	1st: CDD 2nd: [PC]	[CC]	Pu M Po, and as required by state law	None	
Vested Property Rights (Sec. 10-9-4.2)	✓		CDD	[CC]	Pu M Po	3 years <sup>5</sup>	

**Table 10-9-3.9.1  
Development Review Summary**

Development Application	Pre-App Required	Neighborhood Meeting	Review and Decision		Public Notice	Expiration (10-9-3.8)	Applicable Standards
			Review/Recommend	Decide			
CDD = Community Development Director; PC = Planning Commission; CC = City Council; HPC = Historical Preservation Commission; AAC = Appeals and Adjustments Commission; [ ] = Public Hearing Required							
<p>Table Notes:</p> <p>8. None after recordation.</p> <p>9. If a Final Plat application is not submitted for the entire area subject to the Preliminary Plat, or for at least one phase of a multi-phase project subject to the Preliminary Plat.</p> <p>10. May require a public hearing by the Planning Commission in accordance with Article 10-7-1, <i>Floodplain Regulations</i>, and Article 10-7-2, <i>Floodway Regulations</i>.</p> <p>11. The Director, at the Director's discretion, may refer application to Planning Commission for a decision.</p> <p>12. Vested rights may be granted for a period longer than three years in the case where a development agreement is approved.</p> <p>13. At the discretion of the Director of Community Development, additional forms of notice may be provided, as a courtesy.</p> <p>14. At the discretion of the Director of Community Development, applications for designation of historic districts may require newspaper notice.</p> <p>15. Depending upon the administrative decision, the appeal may go to different commissions. See 10-9-9.2.</p> <p>16. Site Plans for single family residential properties, as detailed in Subsec. 10-1-1.2.A, will be referred to the Planning Commission for a decision.</p> <p>-----</p> <p>Pu = Published in newspaper 10 days prior to public hearing in accordance with Section 10-9-3.5</p> <p>Po = Sign posted on property 10 days prior to public hearing in accordance with Section 10-9-3.5</p> <p>M = Mailed notice to adjoining property owners or property owners within a specified distance of the subject property 10 days prior to public hearing in accordance with Section 10-9-3.5</p>							

(Ord. 18, Series of 2022; Ord. 09, Series of 2023; Ord. 20, Series of 2023; Ord. 02, Series of 2024)

### Section 10-9-5.9 Master Sign Plan

- A. **Generally.** Approval of a Master Sign Plan (MSP) ensures that large scale commercial sites, multi-parcel commercial sites, shopping center, and campus environments comply with the applicable signage standards of this code.
- B. **Decision Criteria.** The Director may approve, approve with conditions, or deny an MSP based on the following criteria:
1. *Compliance with City Comprehensive Plan.* The MSP is consistent with the goals and objectives of the City's Comprehensive Plan and any applicable Sub-Area Plans, ensuring that the plan supports the overall vision for the area.
  2. *Compliance with Zoning District Sign Standards.* The MSP adheres to the requirements of applicable sections of the land use code pertaining to signage or provides justification of any deviations.
  3. *Public Health, Safety, and Welfare.* The location, size and appearance of signs outlined in the MSP do not impede public health, safety and welfare. The MSP shall ensure signs are placed where they can be easily seen without obstructing visibility for others, respecting setbacks, sightlines, and pedestrian pathways.
  4. *Context to surrounding built environment.* The MSP ensures compatibility with the scale and character of adjacent properties, both residential and non-residential, by minimizing negative impacts such as light pollution, visual clutter, sightline obstruction, pedestrian impediments, and excessive signage.
  5. *Quality Design and Consistency with Development Specific Design Guidelines.* The MSP provides for high quality design of signage that establishes visual interest, aesthetic appeal, and a unique identity for the development. If specific development design standards exist for the subject property, the MSP adheres to the guidance provided in the development design standards.
  6. *Visual Equity.* The MSP provides for the fair allocation of signage opportunities to ensure all tenants, regardless of their location or size, have adequate visibility to attract customers and communicate their brand effectively.
  7. *Wayfinding (if applicable).* The MSP lays out a wayfinding signage plan that reduces confusion and promotes pedestrian and vehicular safety for the development.

**C. Procedures.**

1. *Application Required.*
  - i. *Authority to Submit Application.* Applications for a Master Sign Plan pursuant to this Section shall be submitted by the owner, contract purchaser, or any other person having a recognized property interest in the subject property.
    1. The application may be submitted instead by a person authorized by notarized or certified letter or document on behalf of the owner, contract purchaser, or other person having a recognized property interest in the subject property.
    2. If there are multiple owners, contract purchasers, or other persons authorized to submit the application for the Master Sign Plan, all such persons shall sign the application or submit a certified or notarized letter or document consenting to the application.
2. *Forms and Fees.* Applications shall include the corresponding application fee that shall be established and from time to time revised by resolution of the city council. Submittals shall contain plan documents sufficient to demonstrate compliance with provisions outlined in Section 10-1-3.10.G, *Master Sign Plan*.
3. *Referral.* The Director shall refer the request for a Site Plan to any impacted departments and referral agencies for their written recommendations on the request.
4. *Review and Decision.* On receipt of a completed application for an MSP, the Director shall review the plan to determine its compliance with the applicable provisions of this Code and any conditions of an approved Planned Development Overlay or Variance. The Director shall determine if the proposed MSP satisfies the decision criteria.

5. Individual Sign Permits Still Required: Individual sign permits are required for signs within an approved MSP.
  6. *Plan Amendment*. Modifications of an approved MSP are deemed to be Minor Plan Amendments, as set out in Section 10-9-5.3 *Minor Plan Amendment*.
  7. *Time Frame*. Approval of an MSP shall be valid for the period of time set out in Table 10-9-3.9.1 *Development Review Summary*. Thereafter, the MSP shall expire unless, prior to such expiration, a sign permit (individual) is issued per the approved MSP requirements, or an extension has been requested and granted as set out in Section 10-9-3.8, *Expired Approvals and Extensions*.
- D. **Effect.** Upon approval of an MSP the applicant may proceed with individual sign permit applications. The Plan will be used by staff to efficiently review and approve subsequent applications for sign permits.