

Guide to Signs

INTRODUCTION

The Douglas County Department of Community Development (DCD) is committed to providing open, transparent application processes to the public. This Guide has been developed to assist anyone interested in displaying signs, but please note that there are many different types of signs and factors involved which may require different requirements. This information is a summary from Section 29 of the Douglas County Zoning Resolution (DCZR).

WHAT SHOULD I KNOW ABOUT SIGNS?

All signs must adhere to the DCZR, but only signs exceeding six square feet in area require a sign permit. There are several areas of the county that are in Planned Developments that may have other sign criteria.

CAN I PUT UP ANY KIND OF SIGN?

Douglas County generally prohibits signs that include, but are not limited to: signs emitting sound, private signs in the public right-of-way, some banners, devices designed to wave, flap, or rotate, flashing lights, and portable signs.

WHERE CAN I PLACE A SIGN?

Setback requirements regulate where a sign can be located in relation to its height. Signs are not allowed in the first 10 feet from any property line and the farther the sign is from the property line, the higher the sign may be, to a maximum of 15 feet. For detailed information, please visit the DCZR at www.douglas.co.us/zoning/zoning-resolutions. Scroll down to Site Development and select Section 29, Sign Standards. Under Sign Setbacks 2904.04, reference diagram "Figure A".

HOW BIG CAN A SIGN BE?

Please refer to Section 29 of the DCZR or the Planned Development where the property is located regarding sign codes and the property zoning classification for specific regulations. Visit the DCZR online at www.douglas.co.us/zoning/zoning-resolutions.

WHAT DO I NEED TO DO BEFORE REQUESTING A SIGN PERMIT?

- Make sure that the sign you are proposing meets all applicable regulations.
- Check to see if you need approval from your Homeowners' Association, Design or Architectural Review Committee, landowner or landlord, Douglas County Department of Public Works Engineering and any other applicable entities.

HOW DO I APPLY FOR A SIGN PERMIT?

- An application (available online at www.douglas.co.us/planning/packets under Sign Code) must be submitted to Planning Services along with a drawing of the sign showing dimensions, message, construction, and lighting specifications (if applicable). One application per sign is required.
- A site plan must also be submitted showing sign location, setbacks, and height (for free-standing signs), and existing signage. If the sign is illuminated, an electrical permit will also be required through Building Division to ensure safety. The Building Division can be reached at 303-660-7497.

HOW LONG DOES THE SIGN PERMIT PROCESS TAKE?

It typically takes two to three days to process a sign permit if a complete application is submitted; however, since there are such a wide variety of signs and factors involved, a longer process time may be necessary.



Step 1

Determine needs in conjunction with the DCZR requirements and restrictions and reference the Planned Development.

Step 2

Check signage with the appropriate entities (HOA, landowner, landlord, etc.), if applicable.

Step 3

Complete and submit a Sign Code Permit application and an electrical permit from the Building Division if necessary.

SIGN PERMIT FEES

\$20 + \$1 per square foot of sign area

HELPFUL DEFINITIONS

Sign: Anything designed to inform or attract the attention of people, but excluding any flag of any government or governmental agency.

Setback: The required minimum horizontal distance between the location of structures or uses and the related front, side, or rear lot line measured perpendicular to such lot line.