



Temporary Signs for Non-Profits

Non-profit organizations are allowed either a banner or a sandwich sign advertising a special event on the property where the event is to be held, with a permit from the Town prior to displaying the sign. The sign must be located on private property and the applicant must obtain the approval of the property owner on the permit application. The sign may be displayed for up to 14 days prior to the event and must be removed within 3 days after the event. There is no cost for this permit. See below for sign standards

- a. The non-profit must provide documentation of their non-profit status such as a State of Colorado Tax Exempt Certificate or that the organization is classified as a 501 (C) (3) or 501 (C) (6) by the Internal Revenue Service;
- b. The banner or sandwich sign shall not have a negative effect on neighboring businesses or property in that it shall not block their entrance(s) or impede vehicular or pedestrian traffic, or block signage of the neighboring property, or otherwise create a nuisance;
- c. The banner or sandwich sign shall not create a safety hazard;
- d. The banner shall not be displayed above the parapet of the roof (or equivalent roof feature in the absence of a parapet) of the building on which it is mounted;
- e. The banner shall be a maximum of 30 square feet, as measured on one side of the banner. Banners permitted hereunder shall not be counted against the applicant's maximum sign area as provided by this Code;
- f. The sandwich sign shall be a maximum of 9 square feet, as measured on one side of the sign, and shall not exceed 36 inches in height. Sandwich signs permitted hereunder shall not be counted against the applicant's maximum sign area for a Monument Sign or Freestanding Sign as provided by this Code.

The Director of Development Services may also allow an additional sign at an alternate location, provided the location is appropriate for advertising the event, and complies with the sign standards above. Signs will not be allowed within the Town's street rights-of-way unless the sign is for a major event sponsored by the Town.