

**Pagosa Lakes Property Owners Association**

**BUILDING PERMIT PROCESS**

**SECTION 7: PERMITS FOR SIGNS**

**7.1 The Archuleta County sign regulations** are incorporated as part of the PLPOA Building Permit Process in Section 8. During application, the more stringent requirements will control in the event of any conflict between the PLPOA and the County regulations. A county permit must be obtained when applicable.

**7.2 Commercial Reader Board signs:** The ECC found that there is a need for certain businesses to have signs they can use to advertise daily specials defined as a “reader board sign”.

7.2.1 A “reader board sign” is a sign comprised of non-permanent letters which allows a change of sign copy by adding or removing letters. This type of sign is a free standing, permanently mounted sign, twelve (12) square feet or less in size, which does not exceed five (5) feet in height.

7.2.2 Reader board signs” must be in harmony with the building and other signage and be approved by the ECC before installation. The base of the sign shall be landscaped with four square feet of landscaping for each one square foot of sign. These signs can be internally illuminated but cannot have flashing lights or emit sound. This sign will be included in the total aggregate signage of the building.

7.2.3 Commercial signs will be restricted by the applicable Declaration of Restrictions.

**7.3 Commercial Sign Policy for Multi-Occupancy Building(s):** The Declarations of Restrictions for Commercial Subdivisions define various types of signs and their usage. The Declarations of Restrictions do not adequately address the signage of commercial buildings with multiple occupancy, therefore, the following will apply:

7.3.1 All individual business signs on a single building will be placed in uniform locations.

7.3.2 Multiple signs on a single building must be uniform in their vertical dimensions. The interior layout of the sign copy and design may have an irregular outline as long as a unifying element such as a border is added to the sign.

7.3.3 All signs on a single building must have a harmonious color scheme.

7.3.4 Signs must not cover more than 5% of the front elevation of each building. Aggregate sign area restrictions will apply; per Section (8)(a). of the Declarations of Restrictions for Village Service Commercial and Central Core reception #95832 dated July 23, 1979:

“The total aggregate area of one (1) face of all signs on the premises pertaining to any one business shall not exceed forty (40) square feet. However, if the portion of the building adjacent to the lot’s street-property line measures more than 40’, then the total aggregate area of one face of all such signs on the premises may be increased in the area at the rate of one (1) square foot of sign area for each foot of building frontage in excess of 40 lineal feet; but the total aggregate area of one face of all such signs on the premises shall not exceed 80 square feet for each business. For corner buildings, only the main entrance frontage will be so measured.”

7.3.5 One directory sign per site will be allowed. This sign will have a maximum height of eight (8) feet and a maximum area of twenty four (24) square feet. A landscaped area will be provided at the base of each sign with an area of four (4) square feet for each square foot of sign area.

7.3.6 Placement of signs on building(s) will be as follows:

1. Strip center(s) with a vertical facade will have signs placed on the vertical facade.
2. Strip center(s) with covered walkway(s) will have signs mounted under the covered walkway(s) either parallel or perpendicular to the storefront. All signs on a single building will be mounted in a similar manner.
3. No signs may be mounted on roofs or sloping surfaces.

7.3.7 Mini-malls will not have exterior signs except for a free-standing mall directory sign. The directory sign shall not exceed twelve (12) feet in height, shall not exceed thirty two (32) square feet in area, and shall have a landscaped area at the base of the sign of four (4) square feet of landscaped area for each square foot of sign area.

7.3.8 Signs facing Highway 160 will have a maximum height of fourteen (14’) feet from the crown/centerline of Highway 160 and have height verified by a certified surveyor.

7.3.9 Each building will have a master sign plan that defines the height, length, shape, placement, materials, lighting, and color schemes of all signs. In order to provide uniform signage in multi-occupancy buildings, a master sign plan will be submitted with the building permit application. The application will include two (2) sets of plans. The master sign plan must be shown on the elevation and perspective drawings. After approval of the master sign plan, individual sign applications must be submitted to the ECC for approval. Applications, including two (2) sets of plans, must be submitted for all new or changed individual signs. The Committee will provide a written response to the Property Owner as to whether the sign is approved or disapproved. Once a master sign plan has been approved by the ECC, the sign plan applies to all present and future projects on site.

**7.4 Political Signs:** Colorado Senate Bill 100 was signed into law by the Governor of the State of Colorado on June 6, 2005. The Board of Directors of the Pagosa Lakes Property Owners Association endorses the Archuleta County Political Sign Code as the controlling rule within the Pagosa Lakes Property Owners Association. Political signs complying with the following Archuleta County sign code do not need review or approval by the ECC/DCC.

- (a) Agricultural and residential uses: A maximum area of six (6) square feet and a maximum height of five (5) feet.*
- (b) Commercial, Industrial and Non-Residential uses: A maximum area of 32 square feet and a maximum height of eight (8) feet.*
- (c) Political signs advocating a position for a specific candidate or measure shall not be displayed more than 60 days prior to an election and shall be removed within 10 days following the appropriate election.*

**7.5 Real Estates Signs** - Real Estate signs complying with the following items will be permitted without application and written approval:

- 7.5.1 Single or double faced.
- 7.5.2 Six (6) square feet maximum size (including salesperson and telephone number tags).
- 7.5.3 Not more than six (6) feet in total height (including supporting mast and/or posts)
- 7.5.4 Only one sign per lot, tract, residence or business per street frontage.
- 7.5.5 “Talking Home” signs will be permitted if attached to or are directly adjacent to and if they are of the same size or smaller than the existing Real Estate sign.
- 7.5.6 Commercial signs within a residential district are to be a maximum of 12 square feet.

**7.6 Contractor Signs** - Temporary signs advertising the builder and/or sub-contractors of a structure will be permitted without application or written approval. Individual signs may not exceed six (6) square feet. Total signage shall not exceed twenty-four (24) square feet and must be removed upon certificate of occupancy of the home or 30 days after a DCC Inspector completes a final inspection of the project, which ever occurs first.

**7.7 Building Identification Number Signs** – will be permitted without application and written approval.

**7.8 Registered Trademarks** will be allowed if registered with the State of Colorado.

**7.9 No Trespassing** signs are allowed but cannot exceed one square foot.

**7.10 Landscaping signs** are allowed to be posted for not more than 90 days.

**7.11 Other Signs** – all other signs, billboards, or advertising structures of any kind are prohibited, except upon written application to and written permission from the Committee.

**Pagosa Lakes Property Owners Association**

**BUILDING PERMIT PROCESS**

**SECTION 7.12**

**SIGN PERMIT APPLICATION**

1. Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Sign Location: Blk./Lot, Parcel or Tract \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Street address of proposed sign: \_\_\_\_\_

How many signs already exist on the property? \_\_\_\_\_  
What are the dimensions of each existing sign? \_\_\_\_\_

What is the total area (sq. ft.) of all existing signs? \_\_\_\_\_

2. How many signs are you proposing? \_\_\_\_\_ (if more than one, please answer the following questions by referring to sign # 1, sign # 2, etc.)

Will the proposed sign(s) be: freestanding \_\_\_\_\_ wall mounted \_\_\_\_\_  
reader board \_\_\_\_\_ or other (specify) \_\_\_\_\_

Will the proposed sign(s) be: one-faced \_\_\_\_\_ two-faced \_\_\_\_\_  
Or multi-faced \_\_\_\_\_

How will the proposed sign(s) be mounted or affixed? \_\_\_\_\_  
\_\_\_\_\_

How high above the ground is the top of the proposed sign? \_\_\_\_\_

What are the dimensions of the proposed sign(s)? \_\_\_\_\_

What is the area of the proposed sign(s) \_\_\_\_\_ sq. ft.

What is the lineal footage of the building adjacent to the lot's street-property line? \_\_\_\_\_

What will the sign(s) be made of? \_\_\_\_\_

What colors will be used for the sign(s)? \_\_\_\_\_

How will the sign be illuminated? No illum. \_\_\_\_\_ Indirect illum \_\_\_\_\_

Internal illum, \_\_\_\_\_ Individual illum. \_\_\_\_\_

Is the proposal: a Master Sign Plan? \_\_\_\_\_ A variance request? \_\_\_\_\_

3. You will need to provide a landscaped area at the base of each free-standing sign; this landscaped area should be four (4) square feet for each square foot of sign area. What is the landscape plan for this sign? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. THE FOLLOWING INFORMATION IS NECESSARY FOR A COMPLETE APPLICATION:

- A drawing or photograph of the proposed sign(s) must be submitted which indicates height, overall dimensions, colors, materials, proposed copy, illumination specifications, and method of mounting the sign(s).
- An outline of the building façade and a site plan **must** be submitted indicating dimensions of the façade and the site, and locations, height, and overall dimensions of all existing and proposed sign(s) on the building and on the site.
- Property Owner and Contractor Building Agreement

5. \_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Property Owner's Signature Date

6. With the payment of a filing and inspection fee and satisfactory completion/submission of the above items, this will be a complete application.

<i><u>ECC USE ONLY</u></i>			
<b>Approved:</b>	<b>Date:</b>	<b>Disapproved:</b>	<b>Date:</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Ratified by the ECC on:</b> _____		<b>Owner in Good Standing</b> Yes No	
<b>Date Application Received:</b> _____		<b>Date Permit Issued:</b> _____ <b>Permit #</b> _____	
<b>Notes or special instructions:</b> _____ _____ _____			