



# GVR Metropolitan District

---

## STANDARD OPERATING POLICY

### **Sign Regulation**

At times preceding elections and occasionally at other times, signs are placed on property within the District that is owned, controlled or managed by the District. Regulation of such signs is necessary to protect public lands and resources and to protect the aesthetic appearance of public lands and spaces within the District. The uncontrolled proliferation of advertising for products, services, political candidates and political issues creates hazards to public safety, damages public facilities and degrades the aesthetic appearance of neighborhoods within the District. The District is subject to constitutional and other legal limitations regarding the time, place and manner of sign placements in the public spaces.

The District regulatory authority over the placement of signs shall extend to:

1. Parks, ponds and open space areas owned by the District;
2. Parking lots owned by the District;
3. Buildings owned or leased by the District;

The District does not condone the installation of additional signs throughout the community on other property not identified above (private property and City property specifically).

### **Sign Permits:**

The placement of any self-supporting signs on parks, ponds and open space areas owned, managed or maintained by the District shall require a Sign Permit from the District. Application for a Sign Permit shall be made to the District Manager, or a designee, on a form devised by the District Manager that states the name, address and phone number of the applicant, the purpose of the desired signage, the number of signs, the locations where each sign will be placed, the duration of the sign placements, the text contained on the sign, the size (sign area no greater than 580 square inches and no greater than 3.5 feet in height above ground) and color of the signs. All signs shall be required to be self-supporting, and shall not be taped, nailed or otherwise affixed to light poles, power poles, traffic control signs and signals, fences or other permanent structures. Self-supported signs shall be mounted on posts that can be shoved into the ground; posts requiring an excavated or augured hole are strictly prohibited. The District Manager shall evaluate the information contained in the application and issue a Sign Permit for all desired locations that do not create, in the discretion of the District Manager, hazards to the public safety, damage to public facilities, or impediments to pedestrian or vehicular traffic. The Sign Permit duration shall be limited in the discretion of the District Manager, but shall be issued for no

longer than 6 months. Ongoing sign needs (i.e., church signs on weekends) can apply for an automatic renewal of the sign permit on time per year. Signs posted other than as designated by a valid Sign Permit shall be removed by the District. All ongoing sign applicants will need to re-apply every year.

The application must be accompanied by a \$25.00 deposit paid to the District to cover the District's costs for cleanup of signs in the event that the applicant does not remove all signs after termination of the Sign Permit. The deposit required with application for a Sign Permit may be greater than \$25.00 if, in the discretion of the District Manager, the planned distribution of signs would create a sign removal cost in excess of \$25.00 in the event that the applicant does not remove all signs. Upon satisfactory sign removal (within no more than 48 hours after termination of the permit) by the applicant, the deposit amount shall be paid to the applicant within 15 business days.

**Flyer Permit:**

The placement of handbills, flyers, posters and other printed materials at District-owned or leased buildings shall be limited to a designated location within or near District-owned or leased buildings as determined by the District Manager. All such materials shall be placed in the same designated location within or near a building. The posting of such materials on windows, doors and walls of the buildings shall be strictly prohibited, except for meeting notices and polling place information posted by the District. No permit shall be required for the placement of such materials in designated locations within District-owned buildings. The placement of such materials shall be allowed for no more than 60 days initially. Extensions of time for a second period equal to the first shall be granted at the discretion of the District Manager.

**Sign Policy Variance Procedure:**

From time to time the District may choose to allow variances to the sign policy. These variances may include but are not limited to signage used for periods of less than eight (8) hours. The District Board of Directors has approved a variance that is currently in effect allowing Open House signage used by realtors, related to home sales. These signs may be placed for a period not to exceed eight (8) hours on any given day upon approval of the District Manager. Requests for other variances to the District's sign policies must be received in writing, no later than five (5) working days prior to actual requested signage. Variance requests must be sent to: GVR Metropolitan District, 18650 East 45<sup>th</sup> Avenue, Denver, CO 80249. Approval of such requests is at the discretion of the District Manager and will only pertain to shorter time periods.

**GVR METROPOLITAN DISTRICT**  
**SIGN APPLICATION**

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Number of Signs:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_  
(must be self-supporting)

**Sign Location(s):** \_\_\_\_\_  
(or attach a map and highlight locations)

\_\_\_\_\_

**Size:** \_\_\_\_\_

**Color:** \_\_\_\_\_

**Dates of Posting From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Proposed Text:** \_\_\_\_\_  
(or attach sample picture, copy, design layout, etc.)

\_\_\_\_\_

\_\_\_\_\_

For Office Use Only

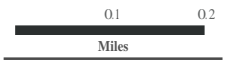
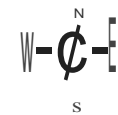
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Date Received: \_\_\_\_\_ Method: \_\_\_\_\_

Date Sign Removed: \_\_\_\_\_ Verified Date: \_\_\_\_\_

Deposit Returned By: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

# GVR Metropolitan District



Map Printed in April, 2008  
OGVR Metropolitan District