



Sign Posting Process

Effective: April 20, 2020

In response to COVID-19, the City has updated the posting process for required sign postings for Land Use cases either going to public hearings, or going through the administrative subdivision or minor modification process. Please follow the instructions below and reach out to the Case Planner with any questions.

Sign Posting

Sign or placard postings are required for conditional use permits, consolidation plats, final plats, height exceptions, oil and gas permits, minor modifications, PUD zone documents, zoning, use-by-permits, vacations, variances, and site specific development plans, in accordance to LDC Sec. 21-3180. The applicant shall place sign(s) on the property which is the subject of the application at least seven days prior to the public hearing or action per LDC Sec. 21-3185(2).

**STEP 1:
Pick Up
Signs**

Sign(s) will be available for pick up, in the vestibules located at the Commerce City Civic Center, at least two business days before the required sign posting date. The Case Planner will email the applicant when sign(s) are ready for pick up, and will include a map of where the sign(s) shall be posted, and a required affidavit.

**STEP 2:
Posting the
Signs**

The applicant will post the sign(s) on the property 10 days before the approval date/public hearing date. (Please confirm the posting deadline with the Case Planner.)

Signs must be posted in the locations shown on the provided map.

**STEP 3:
Photos**

At time of posting, the Applicant must take photos of the posted sign(s) and email to the Case Planner.

**STEP 4:
Affidavit**

Once signs are posted and photographs have been taken, the applicant must complete, sign, and return the provided affidavit.

****Approvals/recordings/public hearings will be delayed if posting photos or signed affidavit are not provided.***

**STEP 5:
Maintain
Signs**

The applicant is responsible for ensuring that the signs remain posted, visible, and in good condition for the duration of the posting period. It is recommended that applicants check the signs daily.

**STEP 6:
Remove &
Return
Signs**

Within one week of the public hearing or final action, the applicant must remove the sign(s) from the site and return to the City. Signs can be returned to the same location as where they were picked up.