

DOWNTOWN DISTRICT SIGN PROCESS

CERTIFICATE OF APPROPRIATENESS (COA): SIGNS

- COAs are required for exterior changes to individually designated properties, or properties within a historic district
- Create an application in the City's plan review software, GeoCivix: brightonco.geocivix.com/secure
- Mock-up (usually from a sign company) detailing sign type(s), sign design(s), sign size(s), and how the sign(s) will be secured to the structure is required
- Simple application questions regarding effects to the building are required
 - Can be very simple
 - Other documents usually required for COAs are waived for signs in the Downtown District
- Review will be by the Historic Preservation Administrator
 - This is administrative if it meets the guidelines (under Sign Allowances)
 - Can be raised to the COA/Demolition Review Committee and the Historic Preservation Commission if it does not meet the guidelines
- Average COA review time – since January 2024
 - Administrative Review – average of 10 business days
 - Committee or HPC Review – average of 2.5 months
 - This includes notice requirements prior to the public hearing

SIGN PERMIT

- Building permits are required for most sign types (window signs are exempt)
- Apply for a permit using the City's permitting software, OpenGov: brightonco.portal.opengov.com
- Reviews include Building Division, Planning Division, and Historic Preservation Division
- As long as the COA has been approved, the Historic Preservation review will be approved
- If COA has not been approved, the Historic Preservation review will be placed on hold until the COA is approved

CONTACT

For historic preservation questions, please call
303-655-2051

For current planning questions, please call **303-655-2072**

City of Brighton
500 S 4th Ave
Brighton, CO 80601

brightonco.gov

NOTES

- *Both the COA and Sign Permit can be completed simultaneously.*
- *Many times, BURA's Façade Improvement Grant is integrated into this process. Those grant funds are typically contingent on a COA and building permits, and City staff has seen success with applicants who reach out prior to getting those grants.*