

the owner or occupant must remove, revive, restore or replace the landscaping in accordance with city landscaping standards. Lots with an approved site plan must maintain the landscaping according to the plan. Trees must be trimmed to a clear height of 13 feet 6 inches above the surface of any public street, alley or highway, and 8 feet above any sidewalk. On corner lots, no vegetative material or other objects more than 26 inches in height may be installed or maintained in the visibility triangle.

Outdoor Storage

Placing any material(s) such as appliances, auto parts, building material, etc. or item(s) outdoors/ outside on any property for storage purposes in Commercial or Business Zones is prohibited unless specified on a site plan.

Parking Lot Maintenance

Driveways and parking surfaces must be maintained free of weeds, potholes, dirt, trash and debris. Businesses must paint and mark parking spaces and maintain the markings on the pavement.

Sidewalks and Alley Maintenance

Sidewalks must be maintained free of weeds, dirt, snow and ice, trash and debris. Alleys must also be maintained free of weeds, trash and debris.

Site Plan

Most businesses in Aurora have a development plan/site plan that includes conditions or limitations to a commercial site or business. These conditions include such things as the type of landscaping material, color of the building, parking spaces and signs. Once plans are approved, the property must be maintained according to the site plan.

- Site Plans: Owners who want to build new buildings or development must submit plans/ drawings to the Planning Department. For more information, please call either the Office of Development Assistance or the Planning Department.
- Redevelopment Plans: Owners who want to remodel or redevelop an existing site must submit plans/drawings to the Planning Department. For more information, please call either the Office of Development Assistance or the Planning Department.

- Changing or Amending Site Plans: Owners who would like to change any of the existing conditions on existing plans should contact the Planning Department.

Snow Removal

Public sidewalks must be maintained free and clear of snow and ice within 24 hours following a snowfall, and 48 hours after a snow emergency is declared by the city. Non-compliance with the city ordinance carries a \$50 per day administrative fee. Failure to remove the snow after two administrative fees may result in a contractor removing the snow and the city billing the owner. Officers are not required to give a warning prior to issuing a snow ticket.

Trash/Litter Removal

Each business is responsible for removing trash, litter and garbage from its property. Trash must be removed from the property on a weekly basis, or more often if necessary. Trash dumpsters and containers must not be overflowing, and the surrounding area must be kept free of litter and trash. All dumpsters and containers should be placed so that they are not visible from the public street.

Business Licenses

Tax & Licensing
15151 E. Alameda Parkway
Aurora, Colorado 80012
303-739-7057

Permits

Building Department
Certificate of Occupancy
Tenant Finish
15151 E. Alameda Parkway
Aurora, Colorado 80012
303-739-7420

Permit Counter

Signs & Fences
15151 E. Alameda Parkway
Aurora, Colorado 80012
303-739-7420

Temporary Use Permit

City Manager’s Office
15151 E. Alameda Parkway
Aurora, Colorado 80012
303-739-7010

NUMBERS TO REMEMBER

Planning
303-739-7250
For business use or service information and development plans.

Development Assistance
303-739-7345
For information on development assistance.

Neighborhood Support
303-739-7280
For information concerning city code regulations and enforcement.

Fire Inspection
303-326-8999
For fire code enforcement information.

Access Aurora
303-739-7000
Information line and citizen requests for service. If you need a translator, please call the Community Relations Division at 303-739-7580.

auroragov.org

Sign Code

Aurora is committed to enhancing the appearance and economic value of the city’s visual environment.

REGULATIONS FOR BUSINESSES



The sign code provides regulations regarding the number, type, placement and the amount of signage available to each business.

Outdoor Display Standards

Retailers of both new and used merchandise may display merchandise outdoors with the following restrictions:

- Merchandise must be placed 10 feet back from all property lines.
- Merchandise may be placed on private sidewalks as long as a 4-foot clearance is maintained.
- Merchandise shall be located within the confines of the retailer’s own or leased property.
- No merchandise may be placed on landscaping, within 3 feet of either side of an active doorway, or within 10 feet directly in front of an active doorway.
- Merchandise cannot be placed on a corner lot or in any location that would impair a driver’s view.
- Displayed merchandise shall be maintained in a neat, clean, tidy and orderly condition.
- Parking lot sales are permitted as long as the sales are conducted as an extension from a permanent structure containing a retail business. Businesses cannot allow a sub lessee to occupy a parking lot for the purpose of conducting independent sales activity.
- Displaying secondhand goods or merchandise outdoors shall be limited to 10 percent of the total gross floor area of the business, and in no event shall the sale area exceed 100 square feet.
- Secondhand goods or merchandise shall not be left outdoors during non-operating hours of the business.

Some areas or locations are prohibited by a site plan agreement from displaying any merchandise outdoors.

Sign Regulations

This information is not intended to be all inclusive of codes relating to commercial signs in the city, rather it provides general information for the most common signs used by businesses.

Permanent Sign Requirements

All permanent signs erected in the city are required to first obtain a sign permit from the City of Aurora through a licensed sign contractor.

This includes signs that are moved or altered from what was approved on the original permit. A permit is not required for text changes if there is no change to the physical design, sign area, or other changes.

TYPE OF SIGNS ALLOWED FOR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL USE

Only wall, projecting blade, monument, and window signs are allowed.

Total Number of Signs Allowed

A total of five permanent signs are allowed per business unless a waiver has been granted or specified on a site plan. This includes permanent window signs.

Amount of Sign Area

The total amount of sign area for each business depends upon the amount of building frontage for each business. Contact the Planning Department for detailed information pertaining to your location.

Sign Maintenance

All signs must be maintained in a state of good repair, including structural supports.

TEMPORARY SIGNS NOT REQUIRED TO HAVE A PERMIT

Ground/Wall Fabric or Sidewalk Signs

- Sidewalk* – one sidewalk sign (up to 3 with single use properties of 150’ of street frontage) may be placed on the private walk in front of the business it advertises or in lieu of a fabric sign one may be placed 4’ behind the public sidewalk; signs must maintain a 6’ clear pathway from the entry for pedestrians to pass; a maximum size of 3’x 4’ is permitted for a sidewalk sign.
- Wall* – one wall fabric sign (prohibited in the Colfax Pedestrian District); a maximum of 200 square feet is permitted for a wall sign.
- Ground* – one ground fabric sign (up to 3 with single use properties of 150’ of street frontage) 4’ behind the public sidewalk; a maximum of 100 square feet is permitted for a ground fabric sign.

A single wall, ground fabric, sidewalk sign or combination of these signs are allowed for 4 events per calendar year, each event not to exceed 15 consecutive days per address. Events may be combined for a total of 60 days per calendar year.

*Wall/ground fabric and sidewalk signs combined cannot exceed a maximum of 200 square feet nor exceed 60 days per calendar year. Signs are not to be tied to landscape material (trees/shrubs) and must be set back 4 feet from the public sidewalk or 21 feet from the flow-line (gutter) of the street in the absence of a sidewalk.

Temporary Window Signs

Temporary window signs may not exceed 50 percent coverage per window pane (25% in the Colfax Pedestrian District). A maximum of 200 square feet of window signage is permitted. A combination of temporary and permanent window signage cannot exceed more than 50 percent per pane. The name of the business in a window sign is considered a permanent sign and requires a sign permit. Window signs may be displayed for a period of 90 days in the space occupied by the business before replacing or removing the sign(s).

Balloons and Inflatable Devices

Balloons or inflatable devices may only be displayed one time per calendar year for a maximum of 72 consecutive hours.

TEMPORARY SIGNS REQUIRED TO HAVE A PERMIT Pennants

Pennants may be displayed one time per calendar year for a maximum of 30 consecutive days with a Temporary Use Permit. Pennants must be setback 10 feet from all property lines. Temporary Use Permits may be obtained at the City Manager’s Office or through the city’s online application process www.auroragov.org/DoingBusiness/ZoningandCodes/SignCodes.

PROHIBITED SIGNS

- Vehicle signs (vehicle signs that are not integrated into the body of the vehicle, including mobile billboards).
- Signs over the right-of-way (unless authorized elsewhere in the code).
- Signs on utility poles.

- Roof signs (signs placed on or above the roof line or parapet of a building).
- Temporary signs displaying off-premise commercial message.
- Strobe or flashing lights.
- Internally illuminated awnings.
- Hazardous signs (any sign that endangers the safety of vehicular or pedestrian traffic).

For further information regarding these and other sign regulations, please call the Neighborhood Support Division at 303-739-7280.

General Regulations

Business Use

Businesses must obtain a business license to operate in the City of Aurora. If a business owner would like to add another service, the business must obtain a new license.

Shopping Carts

Each business is responsible for picking up carts that are left in the surrounding neighborhood. The carts must be collected as soon as possible.

Fire Lanes

Fire lanes should not be used as parking spaces for customers or for loading and unloading materials or supplies. Fire lanes must be properly marked.

Exterior Maintenance

Every wall, window, roof, door and projection must be weather and water tight and must be kept free of holes, loose or rotting boards or timbers. Faded walls and doors must be painted and stained.

Fence or Wall Maintenance

Fences and walls must be maintained in good condition at all times, which includes the replacement of broken or missing portions of the fence or wall. Fences must be installed and be maintained according to approved plans.

Graffiti

Graffiti located on windows, dumpsters, fences or walls should be removed as soon as possible (within 24 hours) to reduce the blight and probability of reoccurrence.

Landscape Maintenance

In the event that landscaping (grasses, bushes and trees) on the site becomes diseased or dead,