



HIGHLANDS RANCH COMMUNITY ASSOCIATION

COMMERCIAL REVIEW COMMITTEE

9568 University Boulevard

Highlands Ranch, CO 80126

(303) 471-8821 Email covenant@hrcaonline.org

HIGHLANDS RANCH TEMPORARY SIGNAGE GUIDELINES

Temporary signage is allowed for use on pad sites and in-line retail tenants. All signage must be approved by the Highlands Ranch Commercial Review Committee. The Committee reserves the right to prohibit any signage that has not been submitted in writing and approved by the Committee. Please note that medical/office type buildings do not fall under these guidelines.

1. One (1) temporary, professionally made sign is allowed in a storefront window. In addition, you may have one illuminated “Open” sign. If your storefront exceeds 30 linear feet, you may display two (2) temporary signs. End tenants that have two elevations of windows may display one (1) temporary sign in each elevation.
2. All temporary signage must be non-illuminated and may not exceed six (6) square feet in surface area.
3. All signs must be professionally made with white background. You may not use bright/neon colors or phone number(s) on the signage. No window painting is allowed.
4. Signs must be centered in the available window area.
5. Temporary signs must be removed/replaced every two (2) weeks with a new sign containing different text.
6. No temporary signage may be placed outside of the building.
7. New Tenant Temporary Signage:
 - A) Non-illuminated temporary signage to announce “Coming Soon” followed by the name of the business, up to six (6) square-feet in area may be posted on the inside window of the store frontage for up to four weeks after date of approval by the landlord and the Highlands Ranch Community Association.

- B) Non-illuminated temporary signage, of a size no greater than what the permanent signage would allow, announcing the name of the business opening/re-opening may be placed in the location that the permanent signage will be located for a maximum period of four weeks after date of approval by the landlord and the Highlands Ranch Community Association. This non-illuminated temporary signage must be constructed of weather resistant material and be kept in good condition. This non-illuminated temporary signage must be removed when the permanent signage is installed or after four weeks, whichever occurs first.
- C) Pad site owners may use a professionally made 4' x 8' wooden sign on two 4" x 4" posts.
- D) All businesses may use a banner announcing "Now Open", "Grand Opening" or "Open" containing no other advertising, no larger than 3' x 12' for two (2) weeks after the business is open on the front of the building at the entrance area. The fascia may not be penetrated unless approved by property owner.

8. Freestanding Temporary Signage:

Freestanding temporary signs may be used on a pad site for the purpose of advertising "For Lease", "For Sale", and the arrival of a new business. If you are a medical/office type building, you may have a freestanding sign for the building, but not for individual tenants. The following guidelines apply:

- a. Sign board may be no larger than four feet high by 8 feet wide;
- b. Overall height cannot exceed 6 feet;
- c. Sign board must be installed on two 4 inch by 4 inch posts;
- d. Sign board must be professionally made and may not use neon colors; and
- e. You must maintain the sign until it is removed (ie. repaint, make sure it is standing straight and securely in the ground).
- f. Submit for approval to:

Commercial Coordinator, Highlands Ranch Community Association
9568 University Blvd., Highlands Ranch, CO 80126
Phone 303 471-8821 email covenant@hrcaonline.org

Provide the following information with your submittal:

- A drawing of the sign including dimensions, letter style, layout, colors;
- Location where sign is to be installed (Douglas County will check to see if the sign is on any easement).

The Board of Directors will use whatever means necessary and available to enforce these guidelines, including filing legal action, recording a Notice of Noncompliance and assessing fines of \$25 per day for each day that the property remains in noncompliance, pursuant to Section 5.17 of the Community Declaration.