



*Enhancing property values and creating quality of life through recreation, community events and leadership*

### **Town Center Temporary Signage Guidelines**

The following guidelines are for temporary signage used in the Town Center. The guidelines do not approve any temporary signage; they only give a guide for what is acceptable without approval by the Highlands Ranch Architectural Review Committee (the “Committee”.) The Committee reserves the right to disallow any signage that has not been submitted in writing and approved by the Committee.

**Banners** – You may hang a banner that says “Open”, “Now Open”, or “Grand Opening” for a period of thirty (30) days after the business is open. This thirty (30) day period may take place in any consecutive period up to three (3) months after opening. The banner may not exceed 3’x12’ in size; must be professionally made; no neon colors. Pad tenants or larger tenants with more than one elevation may display a banner on two separate walls (for a total of two banners.) **NO OTHER BANNER USE IS ALLOWED AFTER THE OPENING PERIOD OF TIME.**

**Sandwich Board Signs** – You may use a sandwich board style sign up to four (4) times per year. The sign may only be used one (1) time per quarter for 14 consecutive days (once Jan.-March, once April-June, once July-Sept. and once Oct.-Dec.) This sign must be professionally made and may not exceed 3’x3’ in size (no neon colors.) The sign may only be placed on the sidewalk in front of your own store area (not anywhere else in the center or outside the center.)

**Window Signage** – You are allowed to use up to two (2) window signs in your storefront windows so long as they cover no more than 33% of the window area. The signs must be professionally made and they must be changed out every two weeks, no neon colors or window paintings. **NO WINDOW SIGNAGE MAY BE USED OUTSIDE OF THE BUILDING.**

**Vinyl Lettering** – Tenants shall be permitted to place upon their entrance door, gold leaf or white vinyl lettering not to exceed 2” in height and not more than 144 square inches in overall size, indicating business name, hours of business, and emergency telephone numbers. **NO FORM OF ADVERTISING MAY BE USED.**

**Coming Soon Signage** – Tenants are allowed to use one (1) “Coming Soon” sign in their storefront window area to announce their business. The sign must be professionally made, no neon colors, and may not exceed 33% of their window area. The sign must be installed inside the window area (no signage may be outside of the building.) This sign may be installed until the store is open for business or the permanent business name signage is installed on the fascia, whichever comes first.

Note: All sign criteria is a guideline and the Highlands Ranch Architectural Review Committee reserves the right to change any sign criteria as they deem necessary for the overall aesthetics of the center or protection of the structure(s).