

## Use of Public Places Permits at a Glance

### Business Extensions on Public Property

Cost: \$50.00/one time

Liability Insurance required: Yes

Duration: Permit is automatically renewed each year subject to current permit requirements as long as insurance is current.

### Merchandise Display on Public Property

Cost: \$50.00/one time

Liability Insurance required: Yes

Duration: Permit is automatically renewed each year subject to current permit requirements as long as insurance is current.

Display limited to dates determined by the City, which are listed inside.

### Temporary Portable Special Event Signs on Private or Public Property

Cost: \$10.00/per quarter-\$40.00 for the entire calendar year.

Liability insurance required: No

Duration: New Permit must be obtained every January.

Display limited to 30 days total in any quarter.

**Apply for any one of these permits at  
the Development Services Center  
385 Kimbark St. Longmont CO**



### CITY OF LONGMONT

Economic Development Department

385 Kimbark St

Longmont CO 80501

Phone: 303-651-8330

Fax: 303-651-8696



CITY OF LONGMONT

Economic Development Department

## A Business Owner's Guide to:

- **Business Extensions**
- **Merchandise Display**
- **Temporary Signs**

## on Public Places





# Business Use of Public Places

## Business Extensions on Public Property

A Business Extension means any extension of a business for use and occupation by customers or employees above, on or below the grade level of public property, immediately adjacent to an existing building abutting the public property.



Business Extensions require approval of a revocable permit issued by the City. Such permit shall be displayed in a window visible from the public way.

Permit approval is subject to a City determination that there is adequate space to accommodate pedestrian access and public property maintenance.

Permit is automatically renewed each year subject to current permit requirements as long as insurance is current.

Business Extensions need to be adequately illuminated during business hours.

Business Extensions below grade level are subject to all applicable provisions of the building code.

If Business Extension area is required to have a physical barrier, the barrier shall be removable. If located in the Longmont Downtown Development Authority District, shall be consistent with any applicable downtown plan, or shall otherwise be consistent with the design of the development where located.

If alcohol is served in the Business Extension area, the permittee must hold an active City and State ON PREMISES liquor license to serve alcohol.

Display of portable restaurant menu boards is included as part of a business extension permit. Menu boards may be displayed during business hours, for any number of days during the year.

## Merchandise Display on Public Property

Merchandise may be displayed on the public sidewalks immediately adjacent to the business *if* the city determines there are no viable locations on the business property itself.

Merchandise display on public property requires approval of a revocable permit issued by the City. Such permit shall be displayed in a window visible from the public way.

Permit approval is subject to a City determination that there is adequate space to accommodate pedestrian access and public property maintenance.

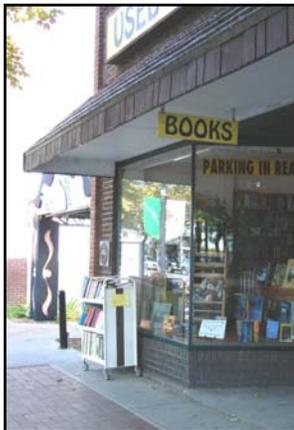
Permit is automatically renewed each year subject to current permit requirements as long as insurance is current.

Merchandise display area shall be adequately illuminated during business hours.

Merchandise allowed under a permit shall be immediately adjacent to the building where the business is located and shall extend no further than three feet out from the building.

The area allowed shall be limited to one-half the businesses' ground floor street frontage up to a maximum of 25ft.

Merchandise display may occur anytime during the date ranges determined by the City at the beginning of each year.



### Date ranges for 2012:

Jan 1st through March 10th

March 25th through April 28th

May 13th through July 21st

Aug 19th through Sept 22nd

Nov 4th through Jan 5th 2013

The LDDA may approve additional dates for special events in the LDDA area

## Temporary Portable Special Event Signs on Private or Public Property

Portable Special Event signs are allowed on the premises of the business holding a current permit, and may be allowed on public property only if there is not adequate space to display a sign on private property.

If requested by the applicant, approval of portable signs on *public property* is subject to a determination by the City there is no adequate space to display the sign on private property, and the sign will not impede pedestrian access and public property maintenance. Signs shall minimize potential hazards for pedestrians and vehicles.

Portable sign boards shall be no taller than six feet in height and no more than six square feet in area.



Banners shall not exceed 32 square feet in area and shall not be attached to a building higher than 20 feet, or top of building, whichever is less.

Special event signs may be displayed for up to 30 days in any three-month period with a minimum of 2 weeks between events.

Portable Special Event signs shall be displayed only during business hours.

Special Event sign permits are valid for the calendar year in which they are issued, and must be renewed at the beginning of a new year. Such permit shall be displayed in a window visible from the public way.