



## CITY OF LONGMONT | City Clerk's Office

June 16, 2023

Dear Candidate:

This election booklet has been prepared by the City Clerk's Office for use as a general guide for City Council Candidates and Committees. The attached packet of information provides a summary of the basic requirements associated with candidacy for City Council in the Regular Municipal Election scheduled for November 7, 2023.

The November 7, 2023, election will be conducted as a mail ballot election and will be coordinated by the Boulder and Weld County Clerks. The election will be administered in accordance with the Uniform Election Code of 1992 as amended and the City Charter. Candidates should pay particular attention to the filing provisions of the Longmont Fair Campaign Practices Act, one copy of which is provided as part of the attached packet. The City Charter and an election ward map are also included.

This Election Guide will give you basic information on the municipal election process and should answer most of your questions. However, if you feel there are issues not included or not fully covered, please feel free to contact my office at 350 Kimbark Street, 303-651-8649.

Good luck with your campaign! I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Quintana", written in a cursive style.

Dawn Quintana  
City Clerk



# **MUNICIPAL ELECTION GUIDE**

**For**

**MAYOR AND CITY COUNCIL  
CANDIDATES**



**REGULAR MUNICIPAL ELECTION**

**TUESDAY, NOVEMBER 7, 2023**

**City of Longmont, Colorado – Office of the City Clerk  
350 Kimbark St.  
Longmont, CO 80501  
303-651-8649**



# MUNICIPAL ELECTION GUIDE FOR MAYOR AND CITY COUNCIL CANDIDATES

REGULAR MUNICIPAL ELECTION  
MAIL BALLOT ELECTION  
November 7, 2023

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**SECTION I - IMPORTANT DATES  
ELECTION CALENDAR**

WITHIN 10 DAYS AFTER PUBLICLY  
ANNOUNCING CANDIDACY

[Candidate Affidavit](#) must be filed with City Clerk  
[LMC 2.04.209(A)]

**August 8, 2023**

First day candidate [Nomination Petitions](#) may be  
circulated. [C.R.S. 1-4-805]

**August 28, 2023**

Last day to circulate and file **Nomination  
Petitions. Must be filed by 5:00 p.m. at the City  
Clerk's Office, 350 Kimbark St. [CRS 1-4-805]**

September 4, 2023

Write-in candidates must file [Affidavit of Intent](#)  
with the City Clerk by close of business [C.R.S. 1-  
4-1102(2)]

September 6, 2023

Lot drawing for candidate position on the ballot  
will be held at 5:30 p.m. in the City Council Study  
Session Room, 350 Kimbark St.

October 16, 2023

County Clerk may **begin mailing ballots** to active  
registered electors [CRS 1-7.5-107(3)(a)(I)]

October 23, 2023

County Clerk may **begin counting mail ballots**  
[C.R.S. 1-7.5-107.5]

October 30, 2023

Last day to register to vote in person, at a voter  
registration agency, or online in order *to receive a  
ballot by mail* [C.R.S. 1-2-201(3)(b)(III)]

**November 7, 2023**

**Election Day** – eligible electors may register to  
vote at the Clerk and Recorder's office [C.R.S. 1-2-  
201(3)(a)]

December 5, 2023

New Council Members sworn in at City Council  
Organizational meeting starting at 7:30 p.m. in  
the City Council Chambers, 350 Kimbark St.  
*\*\* (immediately after the meeting, formal City  
Council group photos will be taken – please plan  
accordingly)\*\**

**VOTER REGISTRATION INFO**

- ✓ Remind everyone to confirm his or her Voter Registration is up-to-date! [www.govotecolorado.org](http://www.govotecolorado.org)
- ✓ Voters registering after Oct. 30<sup>th</sup> need to go to a Voter Service & Polling Center in order to get their ballot in time to vote.
- ✓ Voters can register up to and on Election Day at a Voter Service & Polling Center as long as they have been a Colorado resident for 22 days prior to the election.

## LFCPA REPORTING DEADLINES

**BEFORE ACCEPTING ANY CONTRIBUTIONS** - For all candidate and political committees:  
A [Candidate Committee Statement of Organization](#) or a [Registration of Political Committee](#) form must be filed with the City Clerk [LMC 2.04.207(B)]

1 <sup>st</sup> of each month after announcement	Monthly Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due - L.M.C. 2.04.207(A)(3)
September 8, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)
October 9, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)
October 17, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)
October 24, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)
November 1, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)
December 7, 2023	Contribution & Expenditure Reports due for Candidates who have declared and Independent Expenditure Reports due L.M.C. 2.04.207(A)(2)

### GENERAL NOTES:

- 1) The above summary offers a quick reference for important deadlines for candidates or events. Candidates should be familiar with all provisions of the Longmont Fair Campaign Practices Act and not rely solely on the above information.
- 2) All Fair Campaign Practices Act forms must be filed with the City Clerk by the deadlines outlined. [LMC 2.04.208(D)]
- 3) Reports may be filed electronically or faxed to the City Clerk. If filed electronically, an original report must be received no later than seven (7) business days after the deadline. [LMC 2.04.208(B)]
- 4) All contributions and expenditures must be reported. All contributions and expenditures of **\$50 or more** must be itemized. [LMC 2.04.207(A)]

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## SECTION II – GENERAL INFORMATION

At the November 7, 2023, Regular Municipal Election, the following Council positions will be up for election:

Mayor	2-Year Term ending 12/2025
Council Member At-Large	4-Year Term ending 12/2027
Ward I	4-Year Term ending 12/2027
Ward III	4-Year Term ending 12/2027

**Municipal elections are non-partisan. Thus, no party affiliation information is collected or reported for any candidate running for local office.**

Longmont is divided into three (3) wards. Each ward is comprised of various County precincts. An election map showing ward boundaries and precincts is included with this packet. Additional copies of the map may be obtained from the City Clerk’s office at a cost of \$5.00 each or downloaded from the City’s website.

The Regular Municipal Election will be conducted by mail in both Boulder and Weld Counties. Longmont citizens who are registered to vote by the deadline will receive their ballot in the mail. All active Longmont registered voters will receive a mail ballot packet that will include a ballot, a return mail envelope, and instructions on how to complete and return the ballot. Ballots must be returned to the respective County Clerk by 7 p.m. on Election Day.

Under provisions of the Uniform Election Code, the Longmont Municipal Charter, and the City’s Code of Ordinances, the Designated Election Official for coordinated elections is the County Clerk and Recorder. The Local Election Official is the City Clerk. All questions regarding the Municipal Election should be addressed to the City Clerk at 350 Kimbark Street, 303-651-8649.

The Boulder County Election Division provides data and information on registered voters for a charge if it is not available on their website. Consult the Boulder County Elections web pages to see if the data you need is available for download. Candidates who would like a voter registration list may also contact the Boulder County Election office directly at 303-413-7740.

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## SECTION III - QUALIFICATIONS FOR OFFICE & TERMS

### **Candidate Eligibility for Longmont City Council:**

- Must be a citizen of the United States of America
- Must be 21 years of age or older
- Must be a qualified elector for at least a year
- Must have resided in the City of Longmont for one-year immediately preceding the election date
- Must reside within the ward applying for, if elected for a Ward seat

Additional Municipal Charter provisions regarding the qualifications of Council members are:

- Each Council member elected for a ward position shall have been a qualified elector for one (1) year and, during the term of office, shall reside in the ward from which elected;
- No Council member shall be a salaried employee of the City during the Council member's term of office; and
- The Council shall be the judge of the election and of the qualifications of its own members, subject to judicial review.

### **Terms of Office:**

The Mayor serves a two-year term and may serve a maximum of three (3) consecutive terms.

City Council Members serve four-year terms and may serve a maximum of two (2) consecutive terms.

It is important to note that term limits apply only to full terms served.

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## SECTION IV - NOMINATION PETITIONS

### **Nomination Petitions Circulation Dates & Details:**

In accordance with C.R.S. §1-4-805, Nomination petitions must be circulated and filed with the City Clerk not earlier than ninety-one (91) days and not later than seventy-one (71) days before the election.

- ✓ Candidates for At-Large positions (including Mayor) must have petitions signed by not fewer than fifty (50) qualified electors.
- ✓ Candidates for Ward positions must have petitions signed by not fewer than twenty-five (25) qualified electors from the Ward in which the candidate is seeking election.



“QUALIFIED ELECTOR” is defined in the Longmont Municipal Charter Sec. 13.15(h) as: “...a resident of the City who is qualified to vote under the Constitution and statutes of the State of Colorado and who is registered to vote.”

Nomination Petitions can only be circulated from:

Start: August 8, 2023 (petition forms may be picked up at the City Clerk’s Office)

End: August 28, 2023 by 5:00 pm (petitions must be filed with City Clerk by this deadline)

The Candidate accepts the nomination by signing the completed Petition before a Notary Public and certifying that the qualifications to run for a Longmont municipal office have been satisfied. The City Clerk will review the filed petitions and any petition may be amended to correct or replace those signatures which are found to be in apparent non-conformity with election requirements. Once the Petition has been accepted and verified, you then are officially a Candidate.

The Petition Circulator must certify the Petition with a signature before a Notary Public. The Petition Circulator may be the Candidate.

**Instructions for Petition Circulator:**

- The top portion of the Petition must be completed before the petition is circulated.
- TO SIGN A PETITION, a person must be an eligible voter as shown by the records of the Boulder County Clerk and Recorder and meet the qualifications specified on the petition. Only registered electors that live within the city limits of the City of Longmont can sign a petition.
- The Petition Circulator CAN NOT sign their own petition they are circulating.
- An elector cannot sign more than one petition for each separate office.
- Candidates are encouraged to get more than the minimum signatures.
- A petition circulator must personally observe every eligible voter who signs his/her petition.
- There can only be one circulator for each petition.
- Make certain that all required information is complete. A signer must use the address where he/she is registered to vote. A post office box is not a place of residence. The street number and name must be provided.
- If a correction is required, the signer should cross out the incorrect information and proceed to the next line.
- The circulator cannot assist the signer.
- No person may sign for another.
- Signature, printed name, and address must be legible.
- When the circulator has finished collecting signatures, he/she shall execute the Affidavit of Circulator on the back of the petition in the presence of a Notary Public.
- The candidate must complete the acceptance of nomination on the back of the petition and sign in the presence of a notary public.

### **Establishing Order of Names on the Ballot:**

Names of eligible candidates will appear on the ballot in random order established by lot. The date, time and location for the lot (or drawing for position on the ballot) is noted under the Election Calendar on page 2. Candidates are welcome to attend and witness the drawing of the names for ballot position.

### **How to Withdraw:**

Any candidate who has been nominated may withdraw from the ballot at a later date. However, the ballot must be certified to the County Clerk and Recorder no later than September 8, 2023. The nomination should be withdrawn before that date in order to ensure that the candidate's name does not appear on the ballot. In the event a candidate withdraws after the ballots are certified, the County Clerk will not count any votes cast for the withdrawn candidate.

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## **SECTION V - CAMPAIGN REPORTING REQUIREMENTS**

In order to accept contributions, a committee must be formed by filing a [Committee Statement of Organization](#) and an account established at a local banking institution. Some banks are not familiar with elections accounts and may require additional documentation. Each committee is responsible for establishing the account and providing any necessary paperwork required by the bank. The City Clerk's Office cannot assist you in this regard.

Most candidates form a Candidate Committee. These Candidate Committees are required to report campaign income and expenditures. One copy of the Longmont Fair Campaign Practices Act (LFCPA) and associated reporting forms are included with this packet. The LFCPA has strict sanctions for late filing of reports and violations of campaign laws. ***It is the candidate's responsibility to file all reports in a timely and accurate manner and to know the requirements of the LFCPA.***

It is best to complete your Contribution & Expenditure reports by using the Excel spreadsheets available for download from the City's website. These have formulas already built in and are fairly easy to use.

**All Contribution and Expenditure Reporting Forms can be downloaded from our website at:**

<http://longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information/fair-campaign-reporting-act>

An election calendar summary has been included in Section I, which lists important filing dates. All reports must be filed at the City Clerk's office, 350 Kimbark St., Longmont, Colorado 80501, by the dates and times listed.

In accordance with the LFCPA, the City Clerk's Office posts the reports to the City's website within 24 hours of the filing deadline.

**Tips/Reminders about Contribution and Expenditure Reporting:**

- The Excel forms are designed so that all contributions and expenditures are entered only on the appropriate Schedule.
- The summary page automatically tallies amounts entered on the Schedules.
- All contributions should be tracked.
- The maximum per person contribution limit for 2023 is \$290.
- Contributions over \$50 must be reported and include the name and street address of each person who has contributed.
- No candidate committee, political committee or issue committee shall accept a contribution, or make an expenditure, in currency or coin exceeding \$100.00

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**SECTION VI - POLITICAL SIGNS & CAMPAIGN MATERIALS**

**Disclosures:**



**IMPORTANT** All ELECTIONEERING COMMUNICATIONS *MUST* include the proper disclosures!

Electioneering communications definition:

*“Electioneering communication” means any communication which is distributed that:*

- 1. Refers to a clearly identified candidate or ballot measure. The candidate is considered to be "clearly identified" if the candidate's picture appears or the candidate's identity is apparent by clear reference. The ballot measure is considered to be “clearly identified” if the number or title of the measure is apparent by clear reference; and*
- 2. Is distributed within 90 days before a city election or special election; and*
- 3. Is distributed to an audience that includes members of the electorate for such public office or ballot measure.*

2.04.206.5. - Electioneering communication disclosure.

- A. Electioneering communications shall clearly state the full name of the person making the expenditure. Such disclosure shall be prominently featured in the electioneering communication.*
- B. Electioneering communications shall clearly state whether the communication has been authorized by a candidate, candidate committee or agent, issue committee or agent, or made in cooperation with or with the prior consent of, or in consultation or*

*coordination with, or at the request or suggestion of, a candidate or candidate's committee, issue committee or their agents. Such disclosure shall be prominently featured in the electioneering communication.*

**This means that your election sign, flyer, promo item, website – ANYTHING you are producing to promote your candidacy – must include the required “paid for by/authorized by” statement and it must be PROMINENTLY FEATURED per Longmont Municipal Code.**



*Jane will get the job done!*  
**VOTE FOR JANE!**

*Paid for by the XYZ  
State Party Committee  
and authorized by  
Friends of Jane Maine*

**City of Longmont Sign Codes:**

The City of Longmont Election Sign Specifications following this section contains information regarding allowable political signs for each of the zoning districts in the City of Longmont.

- ✓ **SIGNS SHOULD BE POSTED ON PRIVATE PROPERTY ONLY**, not on City rights-of-way or other City property including parks, drainage ways, greenways, etc. Always ask permission from private property owners before posting any campaign signs.
- ✓ **NO SIGNS ARE PERMITTED IN THE CITY RIGHT-OF-WAY.** City right-of-way usually extends five to ten feet behind any sidewalk attached to the street or to the edge of a detached sidewalk. No **campaign signs** should be placed in **these areas** or they **may be subject to removal by City Code Enforcement Officers or other City officials without prior notice to the candidate or campaign managers.** Retrieval of confiscated signs may not be possible.
- ✓ Each candidate shall make sure that all campaign advertising and signs are **REMOVED NO LATER THAN SEVEN DAYS AFTER THE ELECTION.** Failure to comply with any provision of the City’s Sign Code is subject to the enforcement guidelines of the Longmont Municipal Code including the potential of a court summons and/or fine.
- ✓ Consult the flyer regarding sign code or **Building Inspection Division at (303) 651-8332 with specific questions.**

## **Use of City Logos on Your Campaign Materials is Strictly Prohibited:**

Using a City logo on any campaign materials would create an inaccurate perception that your campaign is endorsed, sponsored or financially supported by the City of Longmont. Under Colorado laws, municipalities shall not advocate for or against anything the City has put on the ballot.

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## **SECTION VII – WHAT IF YOU WIN?**

### **What does a City Council Member (or Mayor) do?**

Council Members formulate policies for the broad issues that affect the community, in both the short and long term. Policies are the framework or foundation that, in turn, guide the large and small decisions that are made by the City on an ongoing basis.

The City of Longmont operates under the Council-Manager form of government. The City Council, as a body, appoints the City Manager, City Attorney and the Municipal Judge. The City Manager is responsible for the administration of the City organization and the supervision of all staff members except for the City Attorney and Municipal Judge. The City Attorney provides legal services and advice to City Council, City staff and City boards and represents the City in all legal proceedings.

The City also has 22 advisory boards that advise City Council on various issues. Each Council Member serves as a liaison to 3-4 City boards. The Mayor serves on various external regional or county boards and, thus, does not serve as a liaison to any City advisory boards.

There are four legal entities that are separate from the City in which Council participates:

1. The Longmont Downtown Development Authority (LDDA)
2. The Longmont Housing Authority Board of Commissioners (LHA BOC)
3. The Longmont Urban Renewal Authority (LURA)
4. The Longmont General Improvement District #1 (LGID)

In addition to their roles as City Council members, the Mayor and Mayor Pro Tem have additional responsibilities that are outlined in the City's Charter and Code:

- The Mayor is responsible for working with the City Manager to develop the agendas for City Council meetings, acts as chair for the meetings, is the recognized head of the city government for all ceremonial and legal purposes, and signs most legal documents on behalf of the City.
- The Mayor Pro Tem acts as Mayor during the absences or disability of the Mayor or in the event of a vacancy in the office of Mayor as defined by the Charter. During the

organizational meeting following each Regular City election, the Mayor Pro Tem is elected, by secret ballot, by Council from its membership.

### **How many hours do Mayor and Council Members spend on their duties?**

Mayor and City Council Members spend *approximately*:

- 15 hours per month attending City Council meetings
- 7 hours per month reading Council packets and preparing for City Council meetings
- 10-12 hours per month attending City Advisory board meetings
- 3-5 hours per month attending regional/county meetings
- 4+ hours per month or more answering constituents and/or communicating with City staff
- 5 hours per month preparing for and attending LHA Board of Commissioners meetings

### **What is the pay?**

- Mayor position is compensated \$1,500 per month
- City Council members are compensated \$1,000 per month

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## **SECTION VII – CONTACTS**

### **Longmont City Clerk’s Office**

Dawn Quintana, City Clerk

Krystal Eucker, Deputy City Clerk

350 Kimbark St., Longmont – Take elevator to upper floor 4R

8:00 a.m. to 5:00 p.m., Monday through Friday

Ph: 303-651-8649

Email: [city.clerk@longmontcolorado.gov](mailto:city.clerk@longmontcolorado.gov)

[www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information](http://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information)

### **Boulder County Clerk & Recorder**

Molly Fitzpatrick, Boulder County Clerk & Recorder

1750 33<sup>rd</sup> St., Boulder

529 Coffman St., Longmont

1376 Milners Dr., Lafayette

Ph: 303-413-7740

[www.bouldercounty.org/elections](http://www.bouldercounty.org/elections)

### **Weld County Clerk & Recorder**

Carly Koppes, Weld County Clerk & Recorder

1250 H St., Greeley

4209 County Road 24 ½, Longmont (near I-25 and Hwy. 119)

Ph: 970-304-6530

[www.weldgov.com/departments/clerk\\_and\\_recorder/elections\\_department](http://www.weldgov.com/departments/clerk_and_recorder/elections_department)

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## SECTION VIII – RESOURCES & LINKS

### Print Resources:

1. 2023 COUNCIL AND BOARDS CALENDAR
2. CITY OF LONGMONT WARD MAP  
<https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information/find-my-council-member>
3. CANDIDATE FORMS & CONTRIBUTION/EXPENDITURE FORMS
  - a. SAMPLE Candidate Affidavit
  - b. SAMPLE Committee Statement of Organization
  - c. SAMPLE Nomination Petition
  - d. SAMPLE Contribution & Expenditure Report
  - e. SAMPLE Statement of No Contributions or Expenditures
  - f. SAMPLE Statement of Expenditures by Candidate with No Committee

*Download copies of all of these forms for your use at:*

<https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information/fair-campaign-reporting-act>

4. ELECTION SIGN RULES

### Useful Links:

1. CITY OF LONGMONT CHARTER (link only)  
[https://library.municode.com/co/longmont/codes/code\\_of\\_ordinances?nodeId=PTICH](https://library.municode.com/co/longmont/codes/code_of_ordinances?nodeId=PTICH)
2. LONGMONT FAIR CAMPAIGN PRACTICES ACT (link only)  
[https://library.municode.com/co/longmont/codes/code\\_of\\_ordinances?nodeId=PTIIC OOR TIT2AD CH2.04EL 2.04.201SHTI](https://library.municode.com/co/longmont/codes/code_of_ordinances?nodeId=PTIIC OOR TIT2AD CH2.04EL 2.04.201SHTI)
3. COLORADO MUNICIPAL LEAGUE (link only)  
[www.cml.org](http://www.cml.org)
4. COLORADO INDEPENDENT ETHICS COMMISSION (link only)  
<https://iec.colorado.gov/>

# City of Longmont 2023 Meeting Calendar

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10 10	11	12	13	14
15	16	17	18	19 19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 14	15	16 16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 14	15	16 16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11 11	12	13	14	15
16	17	18	19	20 20	21	22
23 30	24	25	26	27	28	29

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9 9	10	11	12	13
14	15	16	17	18 18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13 13	14	15 15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11 11	12	13	14	15
16	17	18	19	20 20	21	22
23 30	24 31	25	26	27	28	29

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8 8	9	10	11	12
13	14	15	16	17 17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12 12	13	14	15	16
17	18	19	20	21 21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10 10	11	12	13	14
15	16	17	18	19 19	20	21
22	23	24	25	26	27	28
29	30	31				

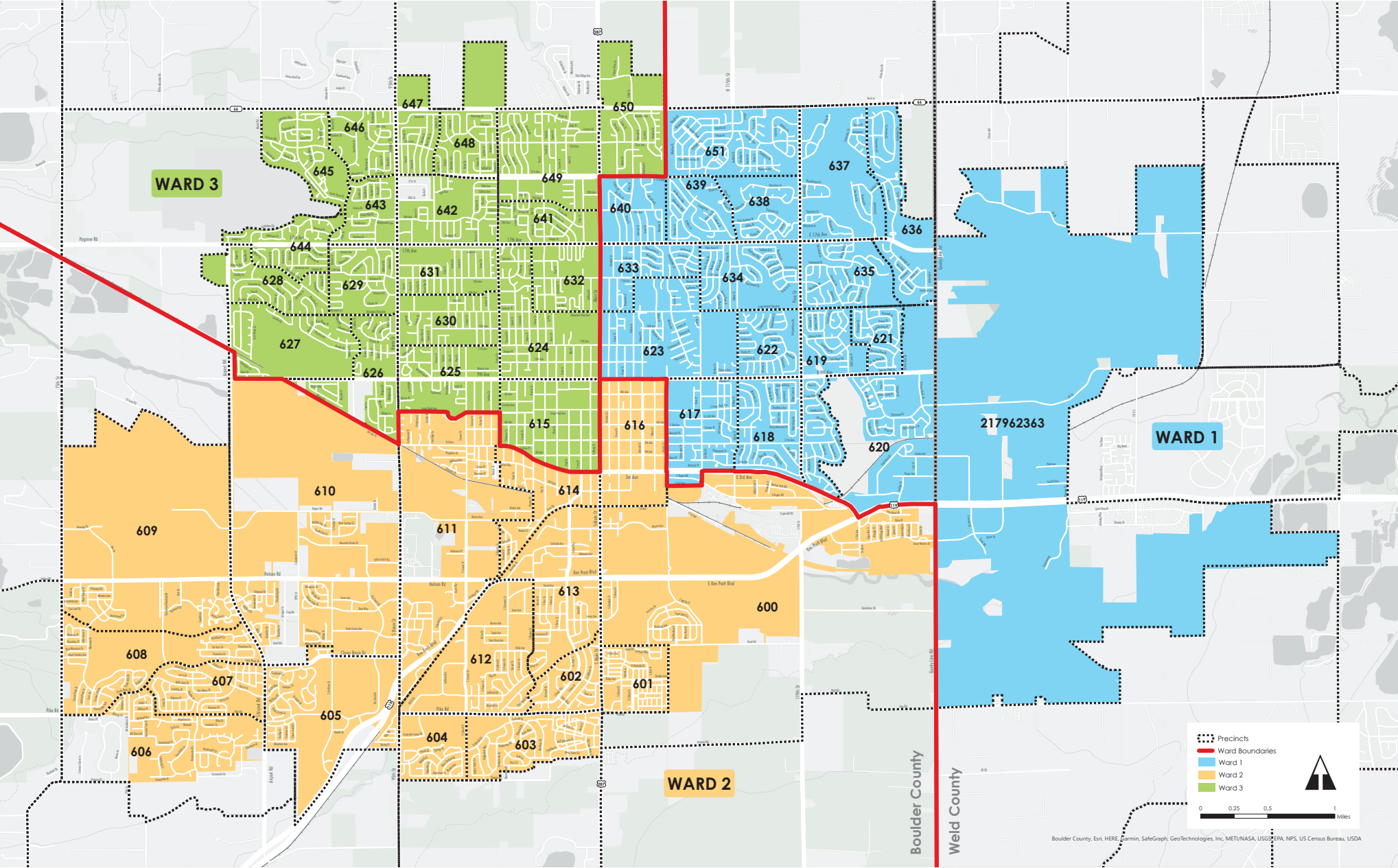
November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 14	15	16 16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12 12	13	14	15	16
17	18	19	20	21 21	22*	23
24 31	25	26	27	28	29*	30

City Council	7:00 PM
Longmont Housing Authority	7:00 PM
Planning and Zoning	3rd Thursday 7:00 p.m.
Various Advisory Boards and Commissions Serving the City of Longmont - More information on Boards and Commissions can be found at <a href="https://www.longmontcolorado.gov/departments/boards-committees-and-commissions">https://www.longmontcolorado.gov/departments/boards-committees-and-commissions</a>	
Offices Closed	



# City of Longmont Wards and Precincts



Boulder County: Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS/ESA, NPS, US Census Bureau, USDA

## SIGNS – What is allowed and what is not according to Longmont Municipal Code

Updated 9/2019

**“Yard Signs” – A non-permanent, non-illuminated sign constructed of paper, vinyl, plastic, wood, metal or other material that is intended to be displayed for a short period of time**

- No permit is required
- No limit on duration of display, other than the mention of “a short time” in the definition
- Shall not exceed two per property at any one time
- In R-RU (Residential Rural), R-SF (Residential Single-Family), R-MN (Residential Mixed Neighborhood) and R-MH (Residential Mobile Home) zoning districts yard signs **shall not exceed 12 square feet in area and shall not exceed four feet in height.**
- In all other zone districts yard signs **shall not exceed 32 square feet in area and eight feet in height.**



### Prohibited signs in the City of Longmont:

- Signs in rights-of-way or on other public property unless specifically permitted or provided for in the sign code
- Signs that cause visual obstruction or interfere with motor vehicle traffic or a traffic control device, including any sign that obstructs clear vision in any direction from any street intersection or driveway
- Inflatable signs such as balloons or inflatable figures, or other similar moving, fluttering, or revolving devices
- Signs on parked vehicles or trailers are prohibited unless
  - Such vehicle or trailer is operational, currently registered with current tags, and parked in a functional parking space or behind a primary building
  - Such signs are NOT located on top of a vehicle, except for delivery vehicles; and
  - Such signs are NOT electronic message signs
- Signs painted on fences
- Signs attached to utility poles or other poles or structures, except bus stop signs, within public rights-of-way