



# SIGN PERMIT APP

Permit Ref#:  Date: Job Address:  Applicant:  Applicant Ph: **Contractor Information:**Contractor:  Address:   
Phone Number:  City:  State:  Zip: Business Name:  Zoning District: **SIGN DIMENSIONS:**Sign Face Height:  Sign Face Width:   
Total Display Area:   
*Square Feet (Width x Height of Signage)*  
Distance from grade to peak of sign:   
Total Base Area:   
*Square Feet (For Monument Signs Only)*  
Setback From Right-of-Way: **SIGN LIGHTING:** Internally Illuminated     Ground Mounted     Non-Illuminated  
 Pole Mounted     Monunted On Top of Sign     Other: 

*By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, and with all the conditions of this permit. Further, applicant agrees to allow City staff reasonable access to the property affected by this permit, if necessary, to verify compliance with the applicable Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.*

**SCHEDULE OF FEES**

Base Fee (\$60)	<input type="text"/>
Additional Sign (\$20 each) <i>Enter Quantity over 1 here:</i>	<input type="text"/>
<b>NOTE:</b> Plan Commission approval and associated fees may be required for signage of a unique nature or signage narrowly following ordinance requirements.	<b>TOTAL</b> <input type="text"/>

**PERMIT REQUIREMENTS****Submittal Needs:**

- \* Completed "Sign Permit Application"
- \* Detailed color drawing (with dimensions) of the proposed sign(s).
- \* Site plan (to scale) for all monument/free standing signs showing the proposed location of the sign(s).
- \* Scaled building elevation(s) or photos with dimensions of the building wall on which the sign(s) will be located.
- \* Indication of sign and base materials, colors, and illumination source and intensity.
- \* Electrical Permit (This is required if the sign is going to be illuminated).
- \*Landscape Plan around base of sign

See the Basic Sign Guidelines and ordinance requirements attached for specific information regarding the various signage types allowed in each zoning district as well tips on determining sign area dimensions and electronic readerboard requirements.

## Basic Sign Guidelines/Requirements

**Sign Guidelines** (For full guidelines and requirements, see the Section 16 - Signs of Chapter 17 of the Municipal Code)

The allowed square footage of signs varies by type of sign (see below):

ZONING DISTRICT	WALL SIGNS (% OF WALL AREA)	PROJECTING SIGNS (Max. Ft. <sup>2</sup> )	GROUND & POLE SIGNS (Ft. <sup>2</sup> ) (See Notes 1, 2, 3 for Bonuses)	OFFSET (Side - yard)	REQUIRED SETBACK (See Note 4)	MAXIMUM MONUMENT SIGN HEIGHT (Ft.)
B-1, BL-1, and BL-2	3%	35	10	3'	"	20
B-2 & B-3	5%	55	30	3'	"	20
B-4	5%	55	30	3'	"	20 to 30 (See Note 5)
HC-1, DR-1	5%	55	30	3'	"	20
BP-1, BP-2, and BP-3	3%	55	30	3'	"	20
M-1, M-2, and M-3	5%	35	10	3'	"	20
I-1	3%	35	10	3'	"	20

**NOTES FOR TABLE ABOVE:**

- Square footage may be increased at a rate of one (1) square foot for each additional 10 feet of lot frontage, after the first 50 feet of frontage, up to 300 feet of frontage. In addition, square footage may be increased by one (1) square foot for every two (2) feet additional setback up from the required setback to a maximum of a 40-foot setback from the base setback line.
- Square footage may be increased from the value found in Note 1 above a maximum of 20-percent for all ground and pole signs located on properties abutting major rural arterial streets, and if said streets become urban arterials, said signs shall be deemed to be legal non-conforming pursuant to Section 6.
- The total area of ground and pole signs may be increased from the value found in Notes 1 and 2 above by the percent listed here if applicable:

DISTANCE OF PROPERTY FROM CENTERLINE TO ULTIMATE RIGHT-OF-WAY	SIGN AREA ADJUSTMENT
40' or less	0%
50'	+10%
60'	+15%
100' or more	+20%

- Ground signs may be located right up to the right-of-way line if seven (7) feet in height or less.
- Height may be increased at the rate of one (1) foot for every two (2) feet additional setback from the required setback.

## **DETERMINING SIGN AREA**

The calculated area of a sign consists of the area of the smallest rectangle, which comprises the sign face. The area of a sign is the entire face of the sign and shall include any art work and insignia within a single continuous perimeter, including any spacing between letters, figures, designs, and structure of the sign other than the sign base, together with any frame or other material, color, or condition which forms an integral part of the display and is used to differentiate such sign from the wall or background against which it is placed.

For a freestanding sign, the definition of sign area does not include the perimeter architectural embellishments, base structure, and details such as decorative columns and caps.

When the sign only consists of letters, designs, or figures engraved, painted, projected, or fixed on a building or perimeter wall, the total area of the sign shall be the area of the smallest rectangle within which the entire fixed lettering and/or artwork is inscribed.

All sides of a sign visible from any one (1) location shall be measured in determining the area of the sign, except that only one (1) side of a sign shall be measured if the two (2) sides are back to back or separated by an angle of forty-five (45) degrees or less. If the two (2) sides are not of equal size, the larger side shall be measured. A back-to-back sign shall have parallel faces, separated by not more than two (2) feet. This area does not include the main supporting sign structure, but other ornamental attachments are to be included in determining sign area.

## **LED/ELECTRONIC MESSAGE CENTER SIGNS & CHANGEABLE TEXT SIGNS**

Any changeable text signs within the City need to follow the specific requirements identified in the Zoning Code. Below are a few of the basic guidelines relating to signs of this nature:

- The changeable copy (electronic or manual) area of the sign can not exceed 25% of the total size size.
- The changeable copy (electronic or manual) area of the sign is limited to two (2) lines of text.
- The height of the letter on the signs must follow the minimum size requirements listed in Section 16.08(6)B. of the Zoning Code.
- Signs may be illuminated but nonflashing, revolving, scrolling, or animated.
- Approved LED devices may advertise a maximum of three (3) messages per day and the signs may change messages or time/temperature every five (5) seconds.
- Colors and intensity of LED signage is under the sole discretion of the Planning Commission. LED specifications must be included as part of submittal if intended to be used.

The information listed within this packet is a summary of the Sign Ordinance. Please see Chapter 17, Section 16 - Signs of the Municipal Code for the full code requirements. Also, there are some areas of the City that are governed additionally by a Design Guide. Please check with the Community Development Department staff to see if your property is within a Design Guide area.