

## *Sign Permits*

### *Required*

**Regular Sign Permits:** No outdoor sign may be erected, constructed, altered, repaired or moved from one location to another, whether on the same premise or to another premise, until a Sign Permit has been issued by the Planning and Building Services Division.

**Temporary Signs:** No temporary sign may be erected until a Temporary Sign Permit has been issued by the Planning and Building Services Division. Temporary Sign Permits shall expire 30 days after issuance.

**Special Sign Permits:** No outdoor sign, whether temporary or otherwise, shall be hung on any City property or any highway right-of-way, including the terrace, without the approval of the City Manager or the City Council. The person hanging the sign is responsible for the cost of removing the sign at the required time.

## *Prohibited Signs*

- Animated signs
- Flashing signs (not including time and temperature signs)
- Glaring signs
- Indexing signs
- Sandwich boards, with exceptions
- Simulated traffic signs
- Signs which obstruct or interfere with motorist's view
- Signs located on City property, which includes the terrace, right-of-way, parks and utility poles
- Signs projecting into alley right-of-way



Unlicensed signs

- Signs advertising a business discontinued for six months or longer
- Off-premise signs with single sign face area exceeding 300 square feet
- Off-premise signs in or within 300 feet of a City park



## *Prohibited Signs (continued)*

- Roof signs
- Swinging suspended signs above sidewalks, except in the Downtown or malls
- Projecting signs



## *Portable Signs*

Portable signs cannot be used on a permanent basis. A permit is required for a period of 30 days. Portable signs are not permitted on the same zoning lot more frequently than three (2) times during any calendar year nor more than once during any 30 day period. Portable signs must be located on the lot in compliance with the same setback, area and height limitations as for permanent signs.



## ***Sign Permit Fees***

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### ***On-Premise Signs:***

0-25 Square feet	\$45.00
26-50 Square feet	\$65.00
51-100 Square feet	\$85.00
101+ Square feet	\$100.00

### ***On-Premise Pole Signs:***

100 Square feet	\$75.00
101+ Sq. feet	\$125.00 + \$.25 Sq.ft.

### ***Off-Premise Signs:***

<b><i>1-100</i></b> Sq. feet	\$75.00 + \$.25 Sq.ft.
101-200 Sq. feet	\$125.00 + \$.25Sq. feet
201-300 Sq. feet	\$300.00

### ***Miscellaneous:***

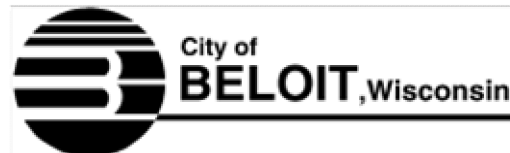
Sandwich Boards	\$20.00
Portable Signs	\$20.00
Temporary Signs	\$30.00
Flat fee for all others	\$25.00

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## **Why Regulate Signs?**

Signs are important to the public in giving directions and identifying locations, but the size and placement of these signs can impact the aesthetics and safety of our neighborhoods. Through the sign permitting process, individuals are made aware of the restrictions that protect residents from unsightly, misplaced and inappropriate signs that impact our quality of life and make an impression on those visiting our City.

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# ***SIGN ORDINANCE REGULATIONS***

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