

Sign Permit Checklist

- Address: _____ Date: _____
- Site Location: _____ Single Family Residential; _____ Residential Impact; _____ Other
- Sign Location: _____ Ground _____ Building-mounted
_____ Canopy-mounted _____ Temporary _____ High Clearance Banner
- Sign Type: _____ Banner _____ Fixed _____ Non-fixed _____ Semi-fixed
- Sign Face, per face (Display Area): _____ Width _____ X _____ Height = _____
- Number of Faces: _____ 1 _____ 2
- Relevant Façade Area: _____ (The Building or Canopy Sign shall be mounted here)
- Maximum Sign Face (Display Area) Allowed (per Table 3-2): _____
- Single Occupant Building: _____ YES _____ NO
- Multi-Tenant Building: _____ YES _____ NO
- Size of the entire site (in square feet): _____
- Current Survey provided: _____ YES _____ NO
- Height above ground: _____

Current Number of Signs: Ground _____, Building _____, Canopy _____

Type of sign		Regulation	Applicable to sites used for SFR purposes	Applicable to residential impact sites	Applicable to all other sites
Table 3-1. Sign Sizes, Numbers		<i>General Rule:</i> On a site outside a street area, any sign exceeding any applicable regulation (prescribed below) is prohibited, and all non-specified types of signs are prohibited. Exceptions/Special Rules: (1) See special rules noted in table. (2) See remainder of this Chapter.			
Fixed	Maximum number per site, all signs	Zero 1	Two plus one per retail unit 1	Three plus three per retail unit 1	

	Maximum number, ground signs	Zero 1	One per principal building. 1	One per principal building for each abutting street 1
	Maximum DA, ground signs	Zero 1	Depends upon location; see Section 3.207.	
	Maximum number and DA, canopy and building-mounted signs	Zero 1	Depends upon the size of relevant facade area; see Table 3-2.	
	Maximum total DA, entire site	Zero 1	1% of the site's area (total per site) 1	3% of the site's area (total per site) 1
Semi-Fixed	Maximum number per site	Two, if the site is unoccupied; otherwise no limit 1 1	One 12	One 12
	Maximum DA	5 sq. ft. per face, 10 sq. ft. per sign, 32 sq. ft. total (all signs on the site)	6 sq. ft. per face, 12 sq. ft per site 2	8 sq. ft. per face, 16 sq. ft per site 2
Non-fixed	Maximum number per site	Zero, if the site is unoccupied, otherwise no limit 13	One, if temporary. 123	One, if temporary. 123
	Maximum DA	5 sq. ft. per face, 10 sq. ft. per sign, 1 32 sq. ft. total (all signs on the site) 3	12 sq. ft. per face, 1.5% of the site area (total, all faces) 23	32 sq. ft. per face, 2.5% of the site area (total, all faces) 23

Notes:

1 Flags. On sites actually occupied and used for SFR purposes, an unlimited number of flags may be displayed. On other building sites, one flag may be displayed per 50 feet of street line, in addition to other signs allowed by this chapter.

2 Festival Permit. During the term of a special festival permit issued by the building official, the maximum number of semi-fixed and non-fixed signs, together, is ten per acre of the festival site. The festival site may be one or more contiguous tracts aggregating at least 0.75 acre. The display area of festival signs is not limited. No more than one festival permit may be issued for any given place in any 365-day period, and the maximum term of a permit is 10 days.

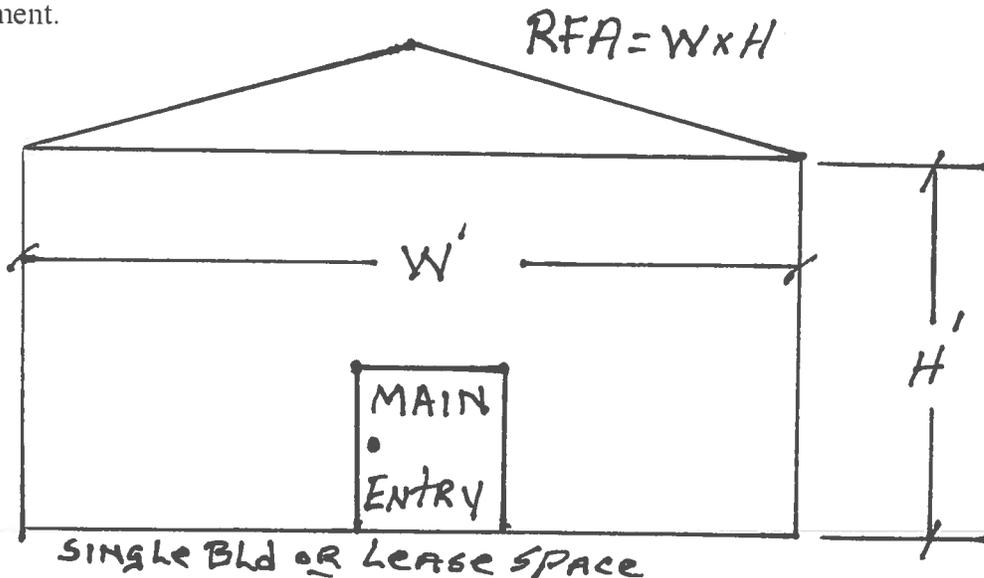
3 Banners. In addition to the signs allowed by this Table, banners may be displayed if they meet all the following restrictions:

- (1) The maximum number is two per site at any given time,
- (2) The maximum display area is 32 sq. ft. per site, for all banners, at any given time,

- (3) No individual banner may be displayed more than two times during any 365-day period nor more than 14 days at a time,
- (4) On any given site, a banner may be displayed no more than 14 days out of any 60 day period, and
- (5) No banners are allowed on unoccupied sites.

Table 3-2. Number and display area, building and canopy-mounted signs		
<i>General Rule:</i> For each building, the maximum display area and number of all building-mounted and canopy-mounted signs is determined by the relevant facade area. Any sign exceeding such a limit is prohibited, and all non-specified types of signs are prohibited. <i>Exceptions/Special Rules:</i> (1) See special rules noted in table. (2) See remainder of this Chapter.		
Size of relevant facade area (RFA), per separate premises	Maximum display area of building mounted and canopy-mounted signs, per separate premises	Maximum number of building-mounted and canopy-mounted signs, per separate premises
Less than 100 sq. ft.	26 sq. ft.	Two
100 to 199 sq. ft.	26 sq. ft. plus 11% of RFA over 100 sq. ft.	
200 to 499 sq. ft.	38 sq. ft. plus 12% of RFA over 200 sq. ft.	
500-999 sq. ft.	75 sq. ft. plus 11% of RFA over 500 sq. ft.	
1,000 to 1,499 sq. ft.	131 sq. ft. plus 7.5% of RFA over 1,000 sq. ft.	Three
1,500 to 2,999 sq. ft.	169 sq. ft. plus 2.5% of RFA over 1,500 sq. ft.	
3,000 sq. ft. or more	206 sq. ft. plus 1.5% of RFA over 3,000 sq. ft.	Four 1

Notes: 1 Single-occupant premises with RFA's larger than 3,000 sq. ft., and having separate departments, each with a separate exterior entrance, may have one building-mounted sign or canopy-mounted sign per department.



SIGN PERMIT FEE CALCULATION FORM

Address: _____

New Sign/Sign Face

- A) Sign Face (in square feet) = _____
- B) Number of Faces = _____
- C) Total Sign Face (in square feet) = _____ x \$1.25 = \$ _____
- D) Sub-total (\$20.00 minimum)
- E) Application Fee = \$30.00 + \$30.00 _____

Formula: $A \times B = C \times \$1.25 = D + E (\$30.00) = \text{Sign Permit Fee } \$ \underline{\hspace{2cm}}$

Example:

A = 40 square feet

B = 2

$$40 \times 2 = 80 \times \$1.25 = \$100.00 + \$30.00 = \underline{\$130.00}$$

Sign Operating Fee (Valid for 2 Years for NEW signs, 1 year for EXISTING signs)

- A) Sign Face (in square feet) = _____
- B) Number of Faces = _____
- C) Total Sign Face (in square feet) = _____ x \$0.50 = \$ _____
- D) Sub-total (+ \$10.00) + \$10.00 _____
- E) Application Fee = \$30.00 + \$30.00 _____

Formula: $A \times B = C \times \$0.50 = D + E + \$10.00 = \text{Sign Operating Fee } \$ \underline{\hspace{2cm}}$

Example:

A = 60 square feet

B = 2

$$60 \times 2 = 120 \times \$0.50 = \$60.00 + \$30.00 + \$10.00 = \underline{\$100.00}$$

Calculations by: _____ Date: _____