



FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
PERMIT NO.

SIGN PERMIT SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

- COMPLETED APPLICATION
 - SIGN SPECS
 - SITE PLAN – Monument/Free Standing Sign Only
 - CASH SALE / TENANT LEASE
 - FEE
 - COMPLETED WORKSHEET
-

10.9.9. Required Fees for Sign Permits

1. At the time of submission of an application for a sign permit, a non-refundable plan review application fee of twenty-five dollars (\$25.00) shall be paid.
2. Permit fee shall be paid based on the following schedule of rates:

Electrical signs:

- (1) Up to 32 square feet - \$25.00 per face
- (2) Each square foot in excess of 32 square feet - \$0.50 per sq. ft.

Non-electrical signs:

- (1) Up to 32 square feet - \$15.00 per face
- (2) Each square foot in excess of 32 square feet - \$0.50 per sq. ft.



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Work Sheet

All land uses not occupying complex sites

All commercial, mixed use districts other than B-3 & TC:

___ **MONUMENT / FREE STANDING SIGN** – Maximum Height of 7’ from grade, with a maximum height of two (2) feet for the base of the sign & must be setback 15’ from right-of-way & 100’ from nearest residential property line. The maximum sign area allowed is one hundred (100) square feet.

___ **ATTACHED SIGN** – Max. of 1 sign per street façade with tenant entrance

_____ Linear feet of building façade on which sign is located. Maximum area for a wall or blade sign is one (1) square foot per linear foot of building façade. If a building façade has a linear footage of thirty-five (35) feet or less, the sign may have a maximum area of 35 feet. If a building façade has a linear footage exceeding one-hundred-twenty (120) feet, the maximum area one-hundred-twenty (120) square feet.

All land uses occupying complex sites

___ **MONUMENT / FREESTANDING** - One monument sign shall be permitted per multi-occupant premises except where a multioccupancy center has frontage on two non-intersecting streets or more than four hundred (400) feet of continuous frontage along one street, a second monument sign shall be allowed. Lettering on such monument signs along any arterial street shall be clearly legible, with the minimum height for lettering of nine (9) inches.

_____ Linear feet of street frontage on which the sign is located x .50 = _____ square feet allowed
 Max. of 120 sq. ft. per sign face

___ **ATTACHED SIGN** - One (1) wall, canopy, hanging, or blade sign is permitted per unit

For Wall and Blade Signs _____ Linear feet of unit façade on which sign is located x 1.25 = _____ square feet allowed. Canopy sign maximum sign area is twelve (12) square feet per unit. Hanging sign maximum sign area is six (6) square feet per unit. Hanging signs must have a minimum clearance height of eight (8) feet above grade.
For units with less than twenty-five (25) linear feet the maximum size is thirty-two (32) square feet.

B-3 & TC Districts

Residential uses in the B-3 and TC districts must follow the regulations in CLURO Section 10.8.2.1. Permitted Signs Allowed in Residential Zoning Districts R-1, R-1X, R-2 Residential Planned, and for Residential Uses.

___ **MONUMENT/FREE STANDING** – Max Height of 7’ from grade & 5’ from the right-of-way
 Max. of 32 sq. ft. per sign face, provided that the total signage on premise does not exceed 64 sq. ft.

AND/OR

___ **ATTACHED SIGN** – Max. of 1 sign per street façade with tenant entrance
 Max. of 25 sq. ft. or Twenty-Five (25) percent of the area of the wall it is located on, whichever is smaller

OR

___ **HANGING SIGN** – Max. of 1 sign per street façade with tenant entrance
 Maximum Sign Area of six (6) sq. ft. and minimum height clearance from grade is eight (8) feet.

OR

___ **CANOPY SIGN** – Max. of 1 sign per street façade with tenant entrance
 Maximum Sign Area of twelve (12) sq. ft. Text may be located on the canopy but may not cover more than twenty (20) percent of the canopy area.