

PERMITTING PROCESS FOR SIGNS

Permitting Process: Except for exempt signs, all permanent signs, including painted messages or symbols on a wall or structure, require the submission and approval of an application for a sign permit and a sign site plan. Applications for sign permits or supporting material, such as elevations, shall indicate the **type, number, size, shape, and dimensions of all of the existing and proposed signage on the premises**. If needed, elevation views or other relevant information may be required. **No sign permits shall be issued if the premises requesting the permit contains an illegal sign.**

Site Plan Requirements: Sign site plans shall be provided as follows:

1. The site plan shall be drawn to scale or shall show the dimensions of all relevant objects or elements and show all the distances between all of the relevant objects or elements.
2. The site plan shall indicate the property lines of the premises and, in cases whereby signs are being placed in the rights-of-way, the site plan shall indicate the type of ROW surface, the location of the curblin, the sidewalk, and any objects within the ROW in front of the property subject to the proposal.
3. The site plan shall show the proposed location of each sign in relation to property lines, nearby buildings, walkways, streets, driveways and parking areas.

Permitting Exceptions: The following operations shall not require the issuance of a sign permit:

1. Changing the copy on an existing conforming sign that has not been discontinued and that is specifically designed for the use of manually or digitally activated changeable copy sign, including billboard panels and posters; but not including changes in the structure, size, placement, or location of the sign, and
2. Maintenance, including repainting, cleaning, or other normal repair of an existing sign not involving structural alterations or changes in size, location, or placement.

Measurements: All lineal distances required by this Division shall be measured from the nearest outside edge of the subject sign, whether a support, structural member, or the sign surface itself, to the nearest outside edge of the corresponding sign, building, right-of-way, property line, easement, or other object/element involved.