

ORDINANCE No. 13-96

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, REPEALING SECTIONS 153.125 THROUGH 153.138 OF THE TOWN OF DEWEY-HUMBOLDT CODE OF ORDINANCES; DECLARING THE DOCUMENT ENTITLED "TOWN OF DEWEY-HUMBOLDT SIGN CODE, DATED FEBRUARY 19, 2013" AS A PUBLIC RECORD; ADOPTING THE "TOWN OF DEWEY-HUMBOLDT SIGN CODE, DATED FEBRUARY 19, 2013" BY REFERENCE; AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE XV LAND USAGE, CHAPTER 153 ZONING REGULATIONS BY ADOPTING SECTION 153.125 PURPOSE TO EXPLAIN THE PURPOSE OF THE SIGN REGULATIONS, SECTION 153.126 DEFINITIONS TO DEFINE THE VARIOUS TYPES OF SIGNS AND SIGN-RELATED TERMS, SECTION 153.127 GENERAL PROVISIONS RELATED TO PROHIBITING CERTAIN TYPES, LOCATIONS AND SIZES OF SIGNS; SECTION 153.128 EXEMPT SIGNS DECLARING CERTAIN TYPES OF SIGNS TO BE EXEMPT FROM PERMITTING REQUIREMENTS BUT NOT FROM REGULATIONS; SECTION 153.129 SPECIAL PURPOSE SIGNS RELATED TO PROVIDING REGULATIONS FOR DIRECTORY OR INFORMATIONAL SIGNS, PROPERTY SIGNS, CONSTRUCTION SIGNS AND SUBDIVISION SIGNS; SECTION 153.130 OFF-PREMISE SIGNS REGULATING OFF-PREMISE SIGNS, INCLUDING WALL SIGNS, BILLBOARDS, AND TEMPORARY OFF-PREMISE SIGNS FOR COMMUNITY EVENTS, FESTIVALS AND SIMILAR PUBLIC GATHERINGS OF A NOT-FOR-PROFIT NATURE; SECTION 153.131 SIGN REGULATIONS FOR USE DISTRICTS PROVIDING ADDITIONAL REGULATIONS FOR SIGNS IN RESIDENTIAL, MULTI-FAMILY, SUBDIVISION, COMMERCIAL, EDUCATIONAL, RELIGIOUS, INDUSTRIAL ZONING DISTRICTS, COMMERCIAL COMPLEXES AND PLANNED AREA DEVELOPMENTS IN THE TOWN; SECTION 153.136 SIGN REGULATIONS, MOBILE HOME, TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS, SETTING FORTH REGULATIONS FOR ENTRANCE AND IN-PARK SIGNS; AND SECTION 153.138 SIGN PERMITS SETTING FORTH REQUIREMENTS FOR APPLICATIONS AND ISSUANCE OF SIGN PERMITS, AND RESERVING SECTIONS 153.132, 153.133, 153.134, 153.135 and 153.137; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES

Whereas, that certain document entitled "Town of Dewey-Humboldt Sign Code, dated February 19, 2013", three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record and said copies are hereby ordered to remain on file with the Town Clerk; and

**Whereas**, the Town Council has determined that the proposed amendments will enhance the aesthetics of the Town and provide clear and reasonable time, place and manner regulations for signs, and it is in the best interest of the public health, safety and general welfare of the Town to adopt the proposed amendments;

**Now, Therefore**, Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Sections 153.125 through 153.138 are hereby repealed.

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations is hereby amended by adopting Sections 153.125 Purpose, 153.126 Definitions, 153.127 General Provisions, 153.128 Exempt Signs, 153.129 Special Purpose Signs, 153.130 Off-Premise Signs, 153.131 Sign Regulations for Use Districts (B)(C), 153.136 Sign Regulations, Mobile Home, Travel Trailer and Recreational Vehicle Parks, and 153.138 Sign Permits, and reserving Sections 153.132, 153.133, 153.134, 153.135 and 153.137, all as set forth in that document entitled "Town of Dewey-Humboldt Sign Code, dated February 19, 2013", which document is hereby adopted and incorporated by reference.

Section II. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, as amended, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section III. Repeal of Conflicting Ordinance

All other code provisions, ordinances, or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed as of the effective date hereof.

Section IV. Penalties

Any person found responsible for violating any provision of this Ordinance shall be subject to the civil sanctions and habitual offender provisions set forth in Section 10.99 of the Dewey-Humboldt Code of Ordinances

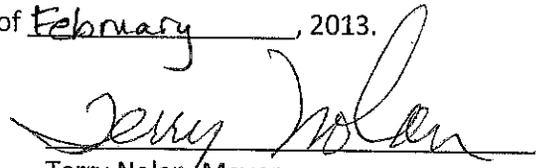
**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 19<sup>th</sup> day of February, 2013, by the following vote:

AYES: 6

NAYES: 0 ABSENT: 1

EXCUSED: — ABSTAINED: —

APPROVED this 19<sup>th</sup> day of February, 2013.

  
Terry Nolan/Mayor

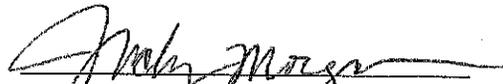
ATTEST:

  
Judy Morgan, Town Clerk

APPROVED AS TO FORM:

  
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.  
Town Attorneys  
By Susan D. Goodwin

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 13-96 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE 19<sup>th</sup> DAY OF February, 2013, WAS POSTED IN THREE PLACES ON THE 22<sup>nd</sup> DAY OF February, 2013.

  
Judy Morgan, Town Clerk

## TOWN OF DEWEY-HUMBOLDT SIGN CODE

### §153.125 PURPOSE.

- (A) The purpose of the Dewey-Humboldt Sign Code is to provide freedom and flexibility for the design, construction and maintenance of signs in harmony with the values and character of this country community, to preserve aesthetics, maintain property values, protect the general public from damage or injury caused by distractions/hazards/obstructions which result from improperly designed or located signs and to insure that the Constitutionally guaranteed right of free speech is protected.
- (B) The following subchapter shall be known and cited as the Town of Dewey-Humboldt Sign Code.

### §153.126 DEFINITIONS.

**AWNING:** A shelter or cover projecting from and supported by an exterior wall of a building.

**BANNER:** A temporary sign composed of lightweight material, enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign.

**BILLBOARD:** An Off-Premise sign that is free-standing and ground-mounted.

**CHANGEABLE COPY:** A sign on which copy is changed electronically or manually.

**COMPREHENSIVE SIGN PLAN:** A coordinated program of all signs, including exempt and temporary signs for a business, or businesses if applicable, located on a development site. The sign program shall include, but not be limited to indications of the locations, dimensions, and sign types of all signs to be located on a site.

**EMBLEM:** A symbol representing any government, whether state, federal or local.

**ERECT:** To build, construct, alter, repair, display, relocate, attach, hand, place, suspend, affix, or maintain any sign including the painting of exterior wall signs.

**FLAG:** Any fabric or banner containing distinctive colors, patterns, or symbols used as a symbol of a government, whether state, federal or local.

**FRONTAGE:** The length of the property line of a premise along a public right-of-way.

**GROUND LEVEL:** The average ground elevation within 10 feet measured horizontally to the sign base.

**LOGO:** A symbol, graphic, trademark or emblem associated with or representing a specific entity, product or concept.

**PAD:** Planned Area Development as defined in section 153.048.

**POSTER:** A temporary bill or placard for advertising community events.

**RELIGIOUS SYMBOLS:** Works of art as signs which convey compelling ideas or ideals such as, but not limited to, a Christian cross, Star of David, Crescent and Star, fish (ICITHUS), or statuary depicting (for example) a nativity scene.

**SANDWICH BOARD:** A temporary sign which is of the A-frame type that sits on the ground.

**SIGN:** Any identification, description, illustration, symbol or device which is affixed directly or indirectly upon a building, vehicle, structure or land and which conveys information identifying or directing attention to or advertising a product, place, activity, person, institution or business.

**SIGN, ABANDONED:** A permanent sign which is no longer safe or no longer serves its intended purpose.

**SIGN, COMMEMORATIVE:** A symbol or plaque commemorating a person or event.

**SIGN, CONSTRUCTION:** A temporary sign identifying the persons, firms or businesses directly connected with a construction project

**SIGN, DIRECTIONAL:** A sign commonly associated with and limited to information and directions necessary and convenient for persons coming on the property, including sign marking entrances, parking areas, one-way drives, restrooms, pick-up and delivery areas and the like.

**SIGN, DIRECTORY:** Any sign listing the names, use or location of the businesses or activities conducted within a building or group of buildings.

**SIGN, FREESTANDING:** A sign which is erected on its own self-supporting permanent structure, not attached to a building.

**SIGN, GOVERNMENTAL:** A sign erected and maintained pursuant to and in discharge of any governmental function or required by a law or ordinance or governmental regulations.

**SIGN, IDENTIFICATION:** A sign identifying by name, message or symbol a business, residence, occupant activity, institution, establishment, operation, merchandise, product or service available at the property at which the sign is displayed.

**SIGN, ILLUMINATED:** A sign with an artificial light source incorporated internally or externally.

**SIGN, INFORMATIONAL:** A sign clearly intended for informational (instructional or warning) purposes and not advertising a product or service, other than an identification-sign.

**SIGN, NONCONFORMING:** Any sign which is not allowed under this Code but when first constructed was lawfully permitted, constructed and installed.

**SIGN, NUMBER OF FACES ON:**

- (1) **Single-faced:** If a sign has copy on one side-only.
- (2) **Double-face:**
  - (a) If the angle between the two sign faces is less than 45 degrees, the sign shall be considered double-faced; the sign area will be the area of one face only.

**SIGN, OFF-PREMISES:** A permanent sign advertising a business, place, activity, goods, services, entertainment or product which is not conducted, sold or offered on the property on which the sign is located or which does not pertain to the property upon which the sign is located.

**SIGN, ON-PREMISES:** A sign advertising a business, place, activity, goods, services or products on the same property on which the sign is located.

**SIGN, PERMANENT:** A sign constructed of durable materials, attached to the ground or a building and intended to remain in use for 6 months or more.

**SIGN, POLITICAL:** A temporary sign announcing or supporting or opposing political candidates or issues connected with any national, state or local election.

**SIGN, PORTABLE:** A sign designed or constructed in such a manner that it can be moved or relocated without involving any structural or support changes.

**SIGN, PROJECTING:** Any sign attached to a building or other structure and extending in whole or in part more than 12 inches beyond the building, shall be considered "freestanding" signs with reference to square footage allowances.

**SIGN, PROPERTY:** A sign pertaining to the sale or lease of the premises, or a portion of the premises on which the sign is located or for open houses for premises for sale or lease.

**SIGN, SUBDIVISION:** A sign advertising lots or units for sale or lease in a subdivision, apartment or condominium project.

**SIGN, TEMPORARY:** A sign intended to remain in use for less than 6 months.

**SIGN, WALL:** A sign fastened to or painted on the wall of a building in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign and which does not project more than 12 inches from the building.

**STANDARD:** A post embedded in the ground on which a sign is mounted.

## §153.127 GENERAL PROVISIONS

Except as may be further restricted in specific zones, all signs shall be subject to the following:

- (A) No sign shall be audible.
- (B) Lighted beacons, searchlights or similar lights, are prohibited (see *Light Pollution*, Town Code Sections §150.150 – 150.153).
- (C) No sign may encroach on or overhang an adjacent property, public right-of-way, utility right-of-way or easement unless an Encroachment Permit or License has been issued and approved by the Town.
- (D) No sign shall be attached to a utility pole, light standard, bridge or other fixture in the public right-of-way.
- (E) No sign shall be painted directly on or affixed to any natural object in its natural location.
- (F) No sign shall exceed 30 feet in height.
- (G) No sign shall be located as to obstruct or interfere with any official traffic signs and/or devices or in such a manner as to obstruct a driver's view of any oncoming, merging or intersecting traffic.
- (H) No sign shall display any statement, symbol or picture of an obscene nature.
- (I) Signs may be painted directly onto vertical structural surfaces.
- (J) Signs that are not allowed in a residential zone shall not be placed closer than 20 feet of any residentially zoned lot.
- (K) New signs exceeding 8 sq. ft. in area or exceeding eight feet in height shall follow the permitting requirements specified in §153.138. Relocation or substantial reconstruction, i.e., costing more than 50% of the present value of a sign, shall be considered a new sign for building permit purposes.
- (L) All freestanding signs will comply with § 153.076 (i.e., one foot setback for each foot in height shall be required).
- (M) The square footage of a sign made up of letters, words, or symbols within a frame or border shall be determined from the outside edge of the frame or border itself. The square footage of a sign composed only of letters, words or symbols shall be determined from imaginary straight lines drawn around the entire copy or grouping of such letters words or symbols. Only those portions of the construction elements that are an integral part of the sign itself shall be considered in the allocation of square footage allowed.

- (N) Signs deemed dangerous, abandoned or in substantial violation of this Sign Code by the Zoning Administrator or designee, shall require correction within 30 days of official notification, or the Town may remove the sign in accordance with State Law A.R.S. § 9-462.02(C).
- (O) An informational sign shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serve the intended instructional purpose, and such sign is not in a location, nor includes design characteristics that constitute or serve the purposes of an identification sign.
- (P) Sandwich Board signs shall be displayed only during times when the business being advertised is open for business.
- (Q) *NonConforming*. Legal nonconforming signs existing prior to the effective date of this subchapter, shall be permitted to continue subject to general provisions regarding the removal of dangerous or abandoned signs and off-premises signs of this code, regarding obsolescence and abandonment. Continuation shall include the right to repaint or change the message or copy on the sign, provided the size and height is not increased and provided the sign is not converted from on-premises to off-premises use. Changes of ownership and/or business name shall not in and of itself alter the right of continued use of a sign. If a nonconforming sign becomes a hazard to public safety, it shall be removed, in compliance with Arizona law and this Code.

**§153.128 EXEMPT SIGNS\*** The following types of signs are exempt from permitting requirements, but shall be subject to the limitations and requirements set forth below:

Descriptions & Districts	Type	Number Permitted	Area & Height	Permit Required?
Official Notices Authorized by a court, public body or public safety official		No Limit	No Limit	N
Directory or Informational Signs Authorized by federal, state, county or municipal government	Wall or ground-mounted standard	No Limit	No Limit	N
Commemorative Signs	Wall or Monument	No Limit	Sec. 153.127(J)	N
Emblems and Posters		No Limit	Sec. 153.127(J)	N
Religious Symbols		No Limit	No Limit	N
Flags		No Limit	No Limit	N
Sandwich Boards		2 Per Frontage	10 SQ.FT	N

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Permit Required?</b>
<b>Signs Located within Structures in commercial zoned district</b>	Window Signs	No Limit	No Limit	N
<b>Political Signs, Residential (not in right-of-way)</b>	Wall, window or ground-mounted standard	No Limit. Remove within 15 days of last day of vote casting	16 Sq. Ft. Max.	N
<b>Political Signs, Residential (in right-of-way)</b>	Wall or ground-mounted standard	No Limit. Install 60 days prior to election. Remove within 15 days of last day of vote casting	16 Sq. Ft. Max.	N
<b>Political Signs, Commercial / Industrial (not in right-of-way)</b>	Wall or ground-mounted standard	No Limit. Install 60 days prior to election. Remove w/in 15 days of last day of vote casting	32 Sq. Ft. Max.	N
<b>Political Signs, Commercial / Industrial (in right-of-way)</b>	Wall or ground-mounted standard	No Limit. Install 60 days prior to election. Remove w/in 15 days of last day of vote casting	32 Sq. Ft. Max.	

\*No more than two exempt signs shall be allowed per business.

**§153.129 SPECIAL PURPOSE SIGNS**

<b>Descriptions &amp; Districts</b>	<b>Type</b>	<b>Number Permitted</b>	<b>Area &amp; Height</b>	<b>Lighting Allowed?</b>	<b>Permit Required?</b>
<p><b>Directory or Informational Signs</b></p> <p><b>Permitted in all zoning districts.</b></p>	Wall or Ground-mounted standard which can be double-sided.	1 per sign for each building entrance and exit from a parking area.	Max. 32 sq. ft. Max. 20 ft. high	Yes – Refer to Dewey-Humboldt Light Pollution for restrictions	Y
<p><b>Property signs for all properties except those abutting highways</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Shall not impede traffic and shall not be located in any public ROW</b></p> <p><b>Shall be removed w/in 30 days of sale or rental.</b></p>	Wall or Freestanding	1 each – on each street frontage.	Max. 18 sq. ft. Max. 8 ft. high	No	N
<p><b>Property Signs for Properties abutting Highways</b></p> <p><b>Only permitted adjacent to ROW at least 150 feet wide.</b></p> <p><b>Permitted in all zoning districts</b></p> <p><b>Unlighted</b></p>	Wall or Freestanding	1 sign per ROW frontage	32 sq. ft. and 8 ft. in height Property to be at least 2 acres.	No	Y

Shall be removed w/in 30 days of sale.					
<b>Construction Signs</b>  Permitted in all zoning districts.  Unlighted	Unspecified	1 each for each construction site.	Max. 24 sq. ft. Max. 8 ft. high	No	Y
<b>Subdivision Signs</b>  2-year duration. Requires a Use Permit thereafter.	Freestanding	Up to 5 signs	100 sq. ft. aggregate total.  12 ft. in height maximum	Yes – Refer to Dewey-Humboldt Light Pollution for restrictions	Y

**§153.130 OFF-PREMISE SIGNS**

Descriptions & Districts	Type	Number Permitted	Area, Height & Location	Lighting Allowed?	Permit Required
Off-Premise Signs*	Wall Signs	Max. 1 Off-Premise Wall Sign per parcel	Maximum of 200 sq. ft. in area and maximum 20 ft. in height	May be illuminated internally or by external source in compliance with Town Code Section 153.150 (Light Pollution Control).	Yes

	Billboards	<p>Shall be located at least 1500 feet from another billboard located on the same side of the highway.</p>	<p>Shall be located:</p> <ol style="list-style-type: none"> <li>1. Only in commercial or industrial zoning districts (C) and (M); and</li> <li>2. Only on parcels contiguous to state highway right-of-way; and</li> <li>3. At least 500 feet from the beginning or ending of pavement widening at the exit from or entrance to any portion of the highway.</li> </ol> <p>Billboards located within 660 feet of the edge of a state highway or interstate right-of-way shall obtain ADOT approval prior to applying for a Town sign permit.</p> <p>Max. 300 square feet on each face with a maximum vertical face of 25 feet and a maximum horizontal face of 60 feet.</p> <p>Max. 30 feet high measured from grade (including all supporting structure)</p>	<p>Shall be illuminated only in compliance with Town Code Section 153.150 (Light Pollution Control);</p> <p>Shall not be intermittent, flashing, scintillating, animated or of varying intensity.</p> <p>If located in the same line of vision as a traffic control signal, no red, green or yellow illumination shall be used.</p> <p>Lighting source for billboard signs shall be so oriented or shielded so that it is not visible from the highway right-of-way</p>	
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				or from any residential use district.	
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<p><b>Temporary Off-Premise Signs for Community Events, Festivals &amp; Similar Public gatherings of a not-for-profit nature.</b></p> <p><b>Permitted only in C2, C3, M1 &amp; M2</b></p>	<p>Banners or other temporary means of advertising</p>	<p>May be placed within or across a public right-of-way with the Town's authorization</p>	<p>Max. 48 sq. ft. Max. 8 ft. high</p>	<p>No</p>	<p>Yes</p>
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\* Off-Premise Signs shall not be closer than 200 ft from a residential zoning district boundary.

**§153.131 SIGN REGULATIONS FOR USE DISTRICTS (a)(b)**

Descriptions & Districts	Type	Number Permitted	Area & Height	Lighting Allowed?	Permit Required
<p><b>Residential</b></p>	<p>Name Plate<sup>(c)</sup>  Historical Marker</p>	<p>1</p>	<p>Max. 15 sq. ft. Max. 16 ft. in clear height</p>	<p>Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions</p>	<p>N</p>
<p><b>Multi-family (for more than four units – for less than four units see residential above)</b></p>	<p>Wall or Freestanding</p>	<p>1 per street frontage</p>	<p>Max. 16 sq. ft. Max. 10 ft. in height</p>	<p>Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions</p>	<p>Y</p>
<p><b>Subdivision</b></p>	<p>Monument</p>	<p>2</p>	<p>Max. 120 sq. ft. Max. 6 ft. in height</p>	<p>Yes - Refer to Dewey-Humboldt Light</p>	<p>Y</p>

				Pollution Code for restrictions	
<b>Commercial, Education, Religious, Industrial</b> <sup>(d)</sup>	Wall or Freestanding which can be dbl. sided	On Property less than 5 acres: 4 total - 3 wall & 1 freestanding.  On Property 5 acres or more: 3 total and if frontage on two roads, 2 freestanding signs are allowed.	Wall signs: Max. 100 sq. ft. No height restriction  Freestanding signs: Max. 80 sq. ft. Max. 10 ft. high	Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions	Y
	Temporary Banners	3 each road frontage	Max. 64 Sq. ft.		
<b>Commercial Complexes (for more than 3 Commercial use occupants joined together)</b> <sup>(d)</sup>	Wall or Freestanding	1 per business on each road frontage	Max. 150 Sq. ft. Max. 30 ft. high	Yes - Refer to Dewey-Humboldt Light Pollution Code for restrictions	Y
	Temporary Banners	3 per business on each road frontage	Max 64 Sq. ft.		
<b>PAD</b>			Must submit a comprehensive sign plan.	Y	

**Applicable Foot Notes:**

- (a) Attached signs shall be on the occupants building only.
- (b) Awning signs shall only be allowed on the ground floor of a building.
- (c) A name plate sign identifying the occupant, occupant's profession or title and the address of the dwelling.
- (d) Menu Boards for Drive-Thru Restaurants:
  1. One pre-order and one order board is allowed per business. Such signs may be free-standing or wall-mounted.

2. The maximum aggregate area for a menu board shall not exceed 45 square feet.
3. The maximum sign height shall not exceed six feet for free-standing signs.
4. The sign should be located so as to not be readable from the public right-of-way.

**§153.132 Reserved.**

**§153.133 Reserved.**

**§153.134 Reserved.**

**§153.135 Reserved.**

**§ 153.136 SIGN REGULATIONS, MOBILE HOME, TRAVEL TRAILER AND RECREATIONAL VEHICLE PARKS.**

- (A) Signs placed or maintained within any mobile home park are subject to all the regulations set forth under § 153.131.
  - (1) Permanent mobile home park entrance signs shall comply with the regulations set forth under § 153.131.
  - (2) Signs identifying travel trailer parks and recreational vehicle parks are subject to all the regulations set forth under § 153.131.

**§153.137 Reserved:**

**§153.138 SIGN PERMITS**

- (A) *Permit required.* A sign permit shall be secured from the Town Community Development Department prior to the erection, relocation, construction, installation or substantial reconstruction (including painting or enlarging a painted sign on the surface of a permitted structure) or any non-exempt sign exceeding eight (8) square feet in area, or higher than eight feet above grade at the sign, regardless of value.
- (B) *Fees.*
  - (1) The fees shall be as set forth in and amended from time to time, Appendix A, Fees, Town Code Chapter 153 Zoning Regulations.
  - (2) The sign permit fees established in division (B)(1) above shall be double in the event that the erection, relocation, construction, installation or substantial reconstruction of any sign is begun prior to the issuance of a sign permit.

- (C) *Sign permit application.* Each application for a sign permit shall be made at the Town Hall on the appropriate form(s) and shall contain at a minimum the following information:
- (1) Assessor's parcel number identifying the property;
  - (2) Street address, if any, legal description of the property, and dimensions thereof. In the case of a metes and bounds parcel (a parcel that is not part of a recorded subdivision), a copy of the recorded legal description must be submitted with the application;
  - (3) Nature of the proposed use of the sign and premises;
  - (4) Type of sign and materials used, methods of support, freestanding or other;
  - (5) Estimated true value of sign and associated structural supports;
  - (6) Dimensions of sign panel as well as bottom and top heights above grade;
  - (7) Type, placement and strength of illumination, if any;
  - (8) Number and orientations of faces of sign (aerial-view sketch, if necessary, to depict faces and orientation);
  - (9) A (signed) plot plan showing the following:
    - (a) Shape and dimensions of lot boundaries, adjacent street right-of-way, driveway, buildings (existing and proposed);
    - (b) North designation; and
    - (c) Location of sign (s) on property (indicate type).
  - (10) A (signed) elevation view, with dimensions and approximate copy ad design, of the sign(s) faces;
  - (11) Such other information as the Zoning Administrator may require for the purpose of determining whether the application complies with the subchapter requirements;
  - (12) Name, address and phone number of property owner and agent, if any; and
  - (13) Signature of applicant or agent.

- (D) *Signs not requiring permits.* Signs not requiring permits as set forth in Section 153.128 through 153.131 shall comply with all other applicable requirements and restrictions of this code.
- (E) *Temporary sign permits.* Signs with a limited duration of use, such as those provided in §§ 153.130 and 153.131, shall obtain a temporary sign permit. The requirements and criteria for such signs are as follows:
  - (1) A temporary sign permit is specifically required for community special event banners and signs, signs advertising the forthcoming construction of a building, exceptions granted administratively for grand openings, and one-time events.
  - (2) Temporary sign permits shall be issued for no more than six months. An extension of a temporary sign permit may be obtained pursuant to the granting of a use permit.
  - (3) Temporary signs shall conform to all other requirements of this code.
  - (4) The fee for a temporary sign permit shall be the same as a permanent sign permit, except as otherwise noted.