



## SIGN PERMIT APPLICATION CHECKLIST

### ATTACHMENT F

Applications for sign permits require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required. If at any point during construction, the scope of the approved work changes, all modifications shall be submitted to the City for approval *prior* to performing work which deviates from that approved.

**Please identify the type of signage.**

Temporary (up to 30 days)       Permanent       Electrical       Non-Electrical

### INFORMATION TO PROVIDE WITH APPLICATION.

- Plans: 3 sets are required
- Dimensions
- Materials
- Drawing or photograph of the proposed sign in color
- Building elevation
- Mounting details

### PURPOSE

The purpose of this policy is to regulate signs as an information system that preserves and enhances the aesthetic character and environmental values of the City of Lindsay

### POLICY

Signs that are located or mounted on private property within the jurisdictional boundaries of the City of Lindsay are subject to regulations required by Ordinance No. 579, 2019.

### INSTRUCTIONS

Step 1: Find your designated rules for your proposed sign in the charts provided in this packet.

Step 2: Find your zoning district. You can find City of Lindsay Zoning Map on our website under Documents Directory. If you need assistance, ask a member of our staff.

Step 3: Submit a completed Building Permit Application then sign and attach this checklist. Submit all the required materials.

<b>Number and Size of Permanent Signs by Zone</b>		
<b>Zone District</b>	<b>Permanent Building Signs</b>	<b>Permanent Freestanding Signs</b>
R-A (Residential Agricultural), R (Residential), and RM (Multiple Residential) districts with 4 or less residences per site	1 sign per residence maximum 4 sq.ft. maximum size per sign Placement a maximum 8 ft. high External illumination only.	None allowed
R-A, R, and RM districts with 5 or more residences per site or with non-residential uses on site	1 sign per street frontage maximum. 30 sq.ft. maximum size per sign. Placement a minimum of 5 feet below roofline. External illumination only.	1 Sign per frontage maximum. 20 sq.ft. maximum size. 6 feet high maximum. External illumination only.
PO (Professional Office) districts	2 sq.ft. per 1 lineal foot of building frontage up to 60 sq.ft. on primary frontage. 1 sq.ft. per 1 lineal foot up to 30 sq.ft. on secondary frontage.	1 monument sign per street frontage. Less than 50 feet of frontage: 20 sq.ft., 6 feet high maximum 5-150 feet of street frontage: 36 sq.ft., 6 feet high maximum 5-foot minimum setback from property line
CN (Commercial Neighborhood), CS (Service Commercial), CH (Highway Commercial) districts	Number of signs per business establishment limited to 6. The allowed square footage per building frontage is cumulative. Primary building frontage: 2 sq.ft. per 1 lineal foot up to a maximum 350 sq.ft. along primary frontage. 50 sq.ft. allowed regardless of frontage length. Secondary building frontage: 1 sq.ft. per lineal foot up to a maximum 200 sq.ft. per secondary frontage. 35 sq.ft. allowed regardless of frontage length.	1 sign per establishment maximum. 60sq.ft. maximum sign face size. 20 feet high maximum is set back 10 feet more from property line. 10 feet high maximum if set back to 5 to 10 feet from property lines. Sites with an integrated shopping center: 1 additional freestanding sign up to 200 sq.ft. Maximum height not greater than the average height of the buildings. 5-foot setback minimum from the lot line. 15-foot setback from side or rear line
CC (Commercial Corridor) districts	2 sq.ft. per 1 lineal foot of building frontage up to 60 sq.ft. on primary frontage. 1 sq.ft. per 1 lineal foot up to 30 sq.ft. on secondary frontage.	Shopping centers only: 1 freestanding sign per frontage based on the following: Less than 50 feet of frontage: 20 sq.ft., 10 feet high maximum 50-150 feet of street frontage: 40 sq.ft., 15 feet high maximum 150-300 feet of street frontage: 65 sq.ft., 20 feet high maximum

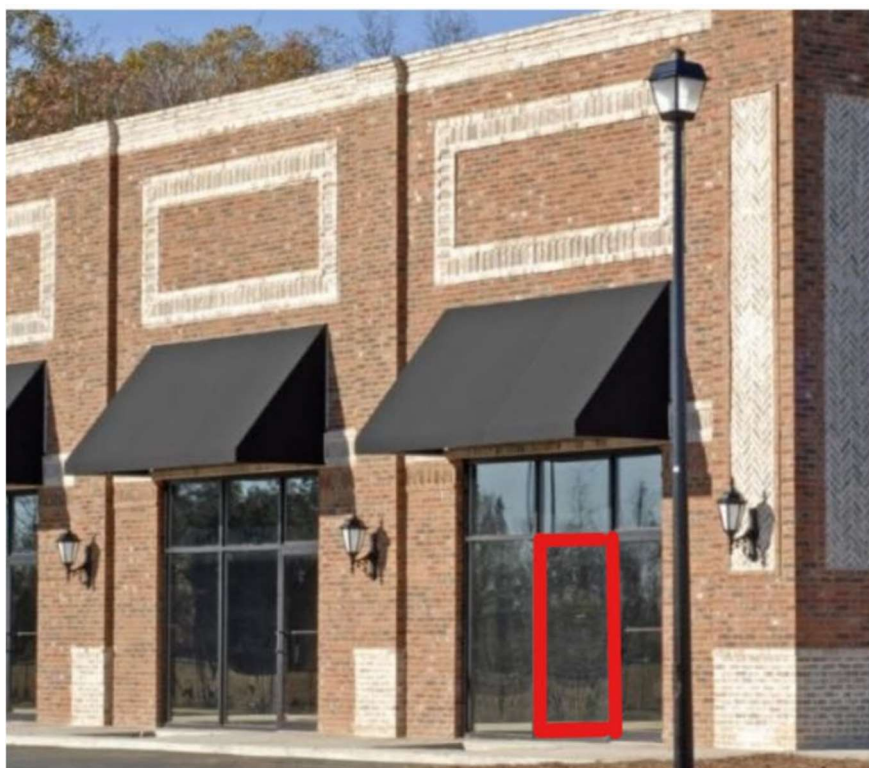
		5-foot setback minimum from property line
1 district	No limit to number of signs per business establishment. 1 sq.ft. per lineal foot of property line adjoining a street, or 100 sq.ft. per acre of site area in whichever is greater, to a maximum of 600 sq.ft. of sign face.	1 sign per frontage maximum 60 sq.ft. maximum sign face size. 20 feet high maximum. 5-foot setback from lot line 15-foot setback from side lot line
RCO (Resource Conservation and Open Space) District	1 sign per street frontage maximum 30 sq.ft. maximum size per sign. External illumination only	1 sign per site maximum 20 sq.ft. maximum size 6 feet high maximum External illumination only 5-foot setback from all lot lines.

<b>Number of Size of Temporary Signs by Zone</b>		
<b>Zone District</b>	<b>Temporary Building Signs</b>	<b>Temporary Freestanding Signs</b>
R-A, R, and RM districts with 4 or less residences per site	1 sign per site 12 sq.ft. maximum per sign. Placement a maximum of 15 feet high. No illumination.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 3 feet high. No illumination.
R-A, R, and RM districts with 5 or more residences per site or with non-residential uses on site	1 sign per street frontage. 32 sq.ft. maximum size per sign. Placement a minimum 3 feet below roofline. No illumination.	Up to 4 per site maximum 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 3 feet high. No illumination.
PO district	1 sign per establishment 10 sq.ft. plus an additional 1 sq.ft. per lineal feet of primary building frontage maximum size. Placement a minimum 3 feet below roofline. No illumination.	1 sign per site, plus 1 additional sign for 300 lineal feet of street frontage, rounded down to the nearest whole number. 16 sq.ft. maximum sign size. 6 feet high maximum. No illumination.
CN district	1 sign per establishment 10 sq.ft. plus an additional 1 sq. ft. per 2 lineal feet of primary building frontage maximum size. Placement a minimum 3 feet below roofline. No illumination.	1 sign per site, plus 1 additional sign for every 300 lineal feet of street frontage, rounded down to the nearest whole number. One half of signs, 32 sq.ft. maximum sign size. Other half signs, 16 sq.ft. maximum sign size. 6 feet high maximum. No illumination.

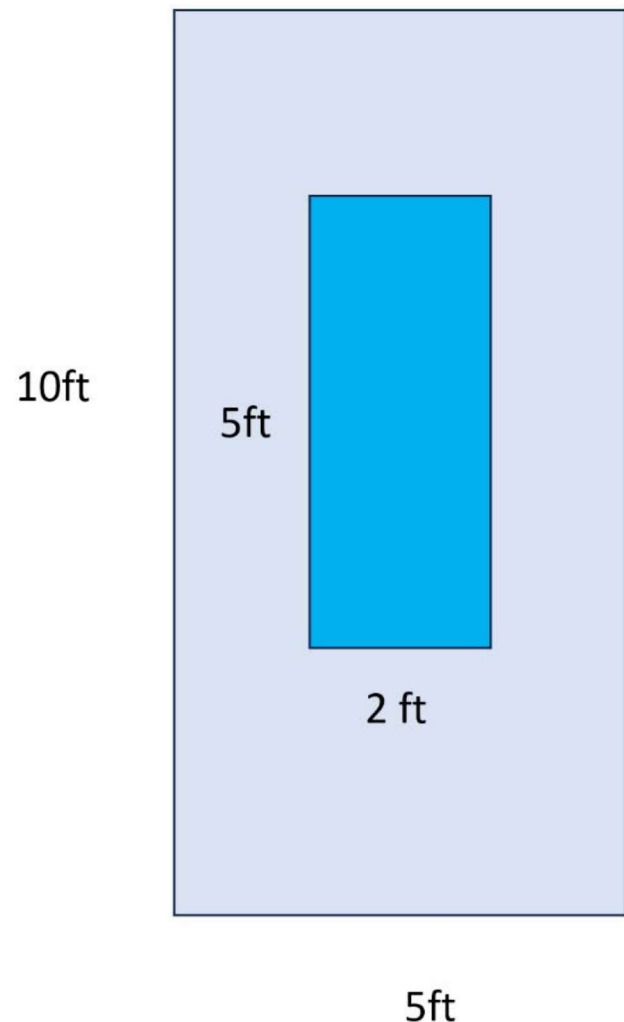
CC, CS, and CH districts	1 sign per establishment. 10 sq.ft. per establishment, plus an additional 1 sq.ft. per 2 lineal feet of primary building frontage maximum size. No illumination.	1 sign per site. 10 sq.ft. maximum sign size. If placed on sidewalk, the sign shall allow for a minimum 4-foot-wide path of travel. No illumination. Freestanding banners are not allowed.
1 district	1 sign per street frontage. 32 sq.ft. maximum size per sign. Placement a minimum 3 feet below roofline. No illumination.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 2 feet high. No illumination.
RCO district	None allowed.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. No illumination.

**18.14.250 Size of signs on windows:** signs affixed to windows shall not cover more than 20% of each window. They shall not be counted toward the maximum allowable sign size.

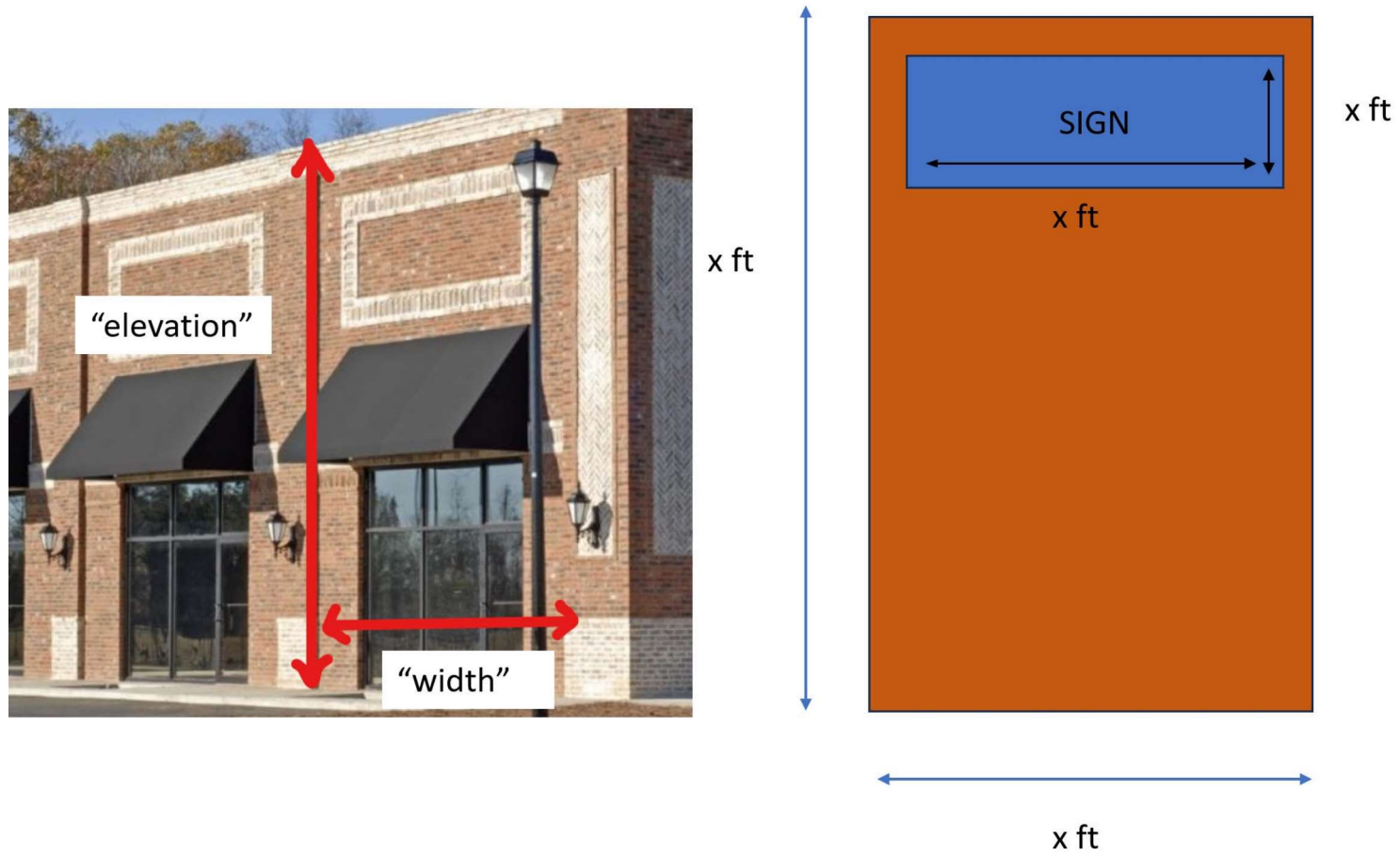
Here is an example of window sign coverage:



$10 \times 5 = 50$   
 $50 \times .20 = 10$   
 10 sq ft max window coverage



Building sign example:



## CALCULATING THE AREA OF A BUILDING MOUNTED SIGN

Building-mounted sign area is most simply calculated using *length x width*, shown below as **Method #1**

Alternatively, building-mounted sign area may be calculated using a single continuous rectilinear perimeter of not more than 8 straight lines, intersecting at right angles, as show below as **Method #2**

Regardless of which method is used, the sign area must enclose the outer limits of all words, representations, symbols and/or pictorial elements, together with all material, color and/or lighting forming an integral part of the display or used to differentiate the sign from the background against which it is placed.

### Method #1



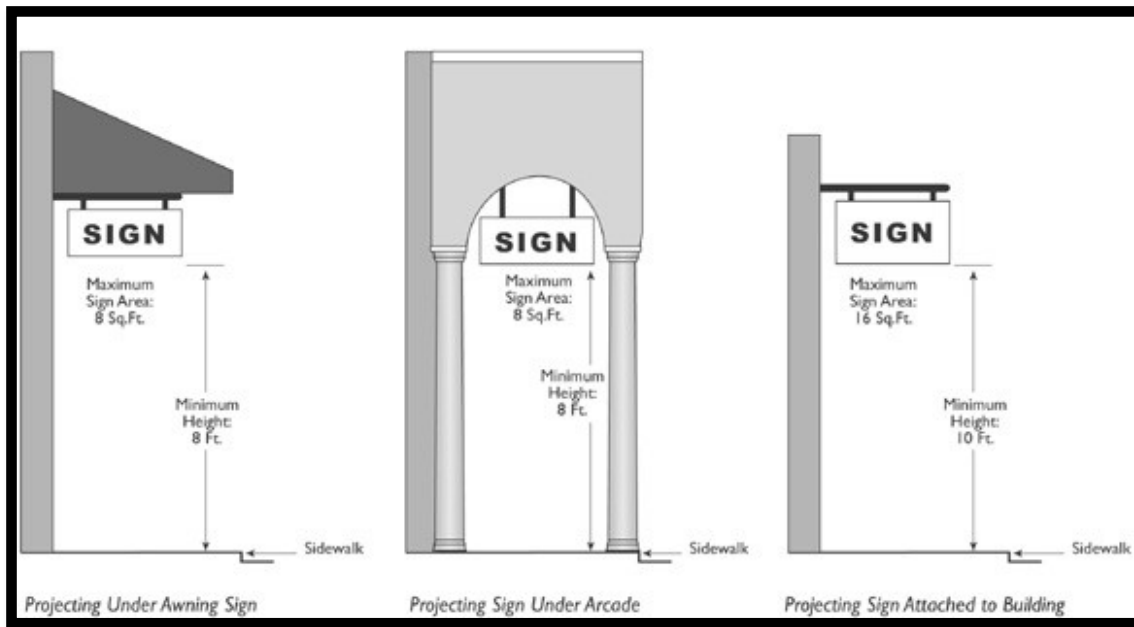
### Method #2



NUMBER	DIMENSION
1	= 10'
2	= 1.5'
3	= 3'
4	= 1.5'
5	= 6.5'
6	= 8"
7	= 6.5'
8	= 2'

EXAMPLE AREA CALCULATION		
NUMBERS	DIMENSIONS	AREA
1 X 8	10' X 2' =	20.0 sq. ft.
3 X 4	3' x 1.5' =	4.5 sq. ft.
6 X 5	8" x 3.5' =	2.3 sq. ft.
total sign area =		26.8 sq. ft.
		or 27 sq. ft.

Please note, if the building-mounted sign is composed of individual letters and/or symbols and the space between those letters or symbols is greater than the width of the largest letter or symbol, sign area is calculated as the total combined area of rectangular enclosures surrounding each individual letter or symbol. If this is the case, each letter or symbol is considered to be a separate sign, requiring a separate permit.



**INCOMPLETE SUBMITTALS WILL BE REJECTED**

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_