

SECTION 320-183: Purpose

It is the intent of this article to regulate signs to ensure that they are appropriate for their respective principal uses and in keeping with the appearance of the affected property and surrounding environment. Illustrations, which present typical examples of signs, are provided for in this section to document the intent of the article.

- A. Allow adequate signage for the economic vitality of businesses and the appropriateness of use while minimizing clutter, confusion and the unsightliness of excessive signage.
- B. Establish criteria designed to encourage signs that are compatible with their surroundings, appropriate to the type of activity to which they pertain, expressive of the identity of individual proprietors, and legible in the environment in which they are seen.
- C. Allow for the coordination of signs to reflect the character of the architecture, landscape and visual themes that the Municipality is supporting.

SECTION 320-184: Conformance Required

In all zoning districts within the Municipality of Norristown, after the effective date of this chapter, signs may be erected, altered, maintained, used or moved only when in accordance with the provisions of this chapter.

SECTION 320-185: Definitions

Words and phrases used in this Article shall have the meanings defined in this Section. Words and phrases not defined in this Article but defined elsewhere in this Ordinance shall be given the meanings set forth in the Definitions Section.

Sign - Any device, fixture, placard, building wall, structure, object or surface visible to the outside or outdoor surface or any device that displays or includes any letter, word, form, graphic, insignia, flag, color, illumination, or symbol used for visual communication which directs attention to an object, product, place, activity, service, event, person, institution, organization or business and is visible from any street, right-of-way, sidewalk, alley, parking lot, park or other public property. The term "sign" shall not include any item of merchandise normally displayed within a show window of a business.

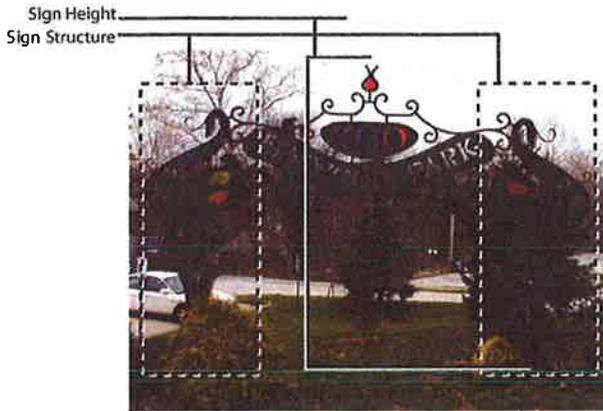
Sign Area - The sign area shall mean the area of all lettering, wording and accompanying designs, logos and symbols, together with the background on which they are displayed, whether open or enclosed. The area of a sign shall not include any supporting framework, bracing or trim which is incidental to the display, provided that it does not contain any lettering, wording or symbols. Where the sign consists of individual letters, designs or symbols attached to a structure, awning, wall or window, the area shall be that of the smallest rectangle which encompasses all of the letters, designs and symbols.



- 1. Signs may be double-sided. In determining the area of a double-sided sign, only one side shall be considered, provided that both faces are identical. When the interior angle formed by the faces of a multisided sign is greater than 45°, then all sides of such sign shall be considered in calculating the sign area.
- 2. Any spacing between signs designating different or separate occupants or uses of a building shall not be counted as sign area.



Sign Face - The part of a sign that is or can be used to identify, advertise, and communicate information for visual representation, which attracts the attention of the public for any purpose. This definition shall include any background material, panel trim and color used that differentiates the sign from the building or structure on which it is placed. The sign structure shall not be included, provided that no message, display or symbol is designed and included as part of the structure.



Sign Height—The vertical distance from the highest portion of the sign to the mean grade at the base of the sign. In the case of a sign located on an isolated mound, height shall be measured to the original grade .

Sign Structure—A sign structure is defined as the supporting structure erected and used to support a sign, such as brackets, posts, monument bases, etc. Sign structures shall be in keeping with the architectural style of the building that it is related to.

Double-Faced Sign— A sign with two identical faces of equal sign area, which are back to back.

Abandoned Sign – A sign which no longer identifies or advertises an existing business, service, owner, product or activity, and/or for which no legal owner can be found.

Building Frontage - For the purpose of calculating the allowable total sign area for wall and other signs:

(1) The linear footage of the building face which serves as a principal approach to a building and which building face fronts upon a public street, a shopping center driveway, parking area containing a minimum of six parking spaces or pedestrian mall or walkway .

(2) For corner lots, such footage may be calculated separately for the principal approach and one adjacent face, if such face also fronts on a public street, a shopping center driveway, public parking area containing a minimum of six vehicle parking places, pedestrian mall or public walkway. A sign area calculated for each frontage shall be erected on that frontage only and shall not be increased by the sign area calculated for another frontage.



Double-Faced Sign

Commercial Message - Any sign wording, logo or other representation that directly or indirectly names, advertises or calls attention to a business, product, service or other commercial activity.

Legally Non-Conforming Sign—Any existing sign that is located on a premises in the Municipality with a permitted use, was legally erected prior to the adoption of this Article, and does not meet the provisions of the current Ordinance.

Snipe Sign - A sign or poster affixed to a tree, fence, utility pole, traffic light device or streetlight pole,



regulating street sign, such as a stop sign, or upon rocks or natural features. (Prohibited)

Temporary Sign - A sign which advertises a special event or project, construction projects, real estate for sale or lease, a commercial grand opening, special sale or similar event, or other special events on a temporary basis and is not permanently mounted.

Uniform Construction Code – The Uniform Construction Code, as amended, shall be utilized as it relates to these guidelines with respect to construction standards, approved materials and projection standards, unless otherwise specified in this chapter.



SIGNS as defined by PURPOSE: The type of message contained in the sign.



ADDRESS SIGN

A sign that designates the street number and/or street name for identification purposes, as designated by the United States Postal Service.

CIVIC/CHURCH EVENT (ON-PREMISE)

A non-commercial temporary sign, posted to promote and advertise an activity sponsored by the Municipality, school district, church, public agency, civic or charitable association or other similar organization.



ARTISAN SIGN

Any sign giving the name or names of principle contractors, architects, and lending institution responsible for painting or construction on the site where the sign is placed.



DIRECTORY SIGN

A sign designating businesses or offices located on a multi-tenant lot. A sign advertising a group of establishments occupying one property, with the name of the property and the names of the individual establishments located within the property or building.



CIVIC/CHURCH EVENT (OFF-PREMISE)

A non-commercial temporary sign posted off premises to promote and advertise an activity sponsored by the Municipality, school district, church, public agency, civic or charitable association or other similar organization.



DEVELOPMENT SIGN

A temporary sign indicating that the premises is in the process of subdivision or development.



SIGNS as defined by PURPOSE: The type of message contained in the sign.



DIRECTIONAL SIGN

An on-premise sign designed to guide vehicular and/or pedestrian traffic by using such words as "entrance," "exit," "parking," "one-way," or similar direction or instruction, not including any commercial message, except the name or logo of the business or use to which the sign is giving direction.

HOME OCCUPATION SIGN

A sign which designates home occupations as permitted in this Ordinance.



GENERAL PURPOSE SIGN

A sign that contains a commercial message, advertises or otherwise directs attention to a business, commodity, service, industry or other activity which is sold, offered or conducted, other than incidentally, on the premises upon which the sign is located.



INCIDENTAL SIGN

A directional, information or sign of a public service nature, indicating business hours, the availability of public restrooms, parking, telephones, signs on automated teller machines (ATM), drive-through window menus, gas pumps, vending machines, newspaper delivery boxes or similar public conveniences, provided they do not contain a commercial message (including logos), and do not obstruct the sight triangles at internal intersections on the premises.



GOVERNMENT/REGULATION SIGN

Any sign to control traffic or for identification, including street signs, warning signs, railroad-crossing signs and signs of public service companies indicating danger or construction, which are erected by or at the order of a public officer, employee or other agent thereof in the discharge of offi-

INSTRUCTIONAL SIGN

A sign located within the interior of a lot, generally not visible from the street or adjoining properties, which provides information as to the location, interior operation and/or use of the buildings or facilities.



SIGNS as defined by PURPOSE: The type of message contained in the sign.



MEMORIAL SIGN

A memorial plaque or tablet to include grave markers or other remembrances of persons or events, which is not for commercial or advertising purposes



PUBLIC INTEREST SIGN

A sign on public property that displays information pertinent to public safety of legal responsibilities of the public such as warning signs.

PERSONAL EXPRESSION SIGN

A sign expresses an opinion, interest, or position, not including political signs.



POLITICAL SIGN

A temporary sign used in connection with a local, county, state or national election or referendum.



REAL ESTATE SIGN

A temporary sign which advertises the sale, lease or rent of the property on which the sign is placed.

REAL ESTATE - OPEN HOUSE SIGN

A temporary sign, located off-premises, advertising an "Open House" and the directions to a residence for sale or rent.



SIGNS as defined by PURPOSE: The type of message contained in the sign.



TIME - TEMPERATURE SIGN

A display containing illuminated numerals alternating to show time and temperature.

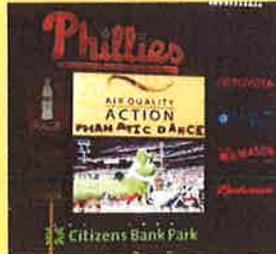
YARD SALE SIGN

Temporary sign advertising a yard or garage sale.

SIGNS as defined by FORM: The physical structure of the sign.

ANIMATED SIGN

A sign or portion of a sign that displays an electronic image or video with action or motion or the optical illusion of motion, flashing or color changes and allows for periodic changes in copy, images and/or symbols by electronic means. This definition includes television screens, plasma screens, digital screens, flat screens, LED screens, streaming video or reader boards, and holographic displays, or other technologies of a similar nature. *Prohibited.*



BEACON LIGHTING

Any source of electric light, whether portable or fixed, the primary purpose of which is to cast a concentrated beam of light generally skyward as a means of attracting attention to its location rather than illuminate any particular sign, structure, or other object, also known as a search-light.. *Prohibited*



BANNER SIGN (temporary)

A temporary sign of lightweight fabric, or similar flexible material which is supported by frame, rope, wires or anchoring devices, which may or may not include characters, letters, logos, illustrations, or graphic symbols. National flags, flags of political subdivisions and symbolic or decorative flags of any institution, neighborhood, residential use or business shall not be considered banners for the purpose of this Article.



AWNING SIGN

Any sign which is printed, painted or attached flat against the surface of an awning made of canvas, fabric, metal or similar material, which is affixed to a building and projects there from for the purpose of shielding a doorway or window from the elements. The following shall apply to awning signs:

1. The maximum sign area requirement for awning signs applies only to the area used for the sign lettering and/or logo and not the entire dimensions of the awning.
2. Sign lettering and/or logo shall not exceed 30 percent of the exterior surface of the awning.
3. Awning shall have a minimum height of 8 feet clearance from the sidewalk.
4. Awning may not extend more than 4.5 feet from the building.

FLASHING SIGN

A sign whose illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction or animation. Illuminated signs that indicate the date, time and temperature are not to be considered flashing signs. *Prohibited.*



SIGNS as defined by FORM: The physical structure of the sign.

FREESTANDING SIGN

Any sign supported by structures or supports that are placed on or anchored in the ground and are independent from any building or other structure. For the purpose of this definition, "freestanding signs" may consist of the following:



Freestanding Temporary - see temporary signs.

Monument Sign – A sign designed to be viewed at eye level. The bottom of the sign is no more that three feet from the ground.



Pole Sign - A sign which is detached from a building and supported by no more than two poles or other structure supports which are architecturally dissimilar to the design of the sign.

ILLUMINATED SIGN

A non-flashing or non-twinkling sign which has letters, figures, designs or outlines illuminated by an internal or external light source as a part of the sign.



Internal Illuminated - Lighting that illuminates the sign from within the sign cabinet. Awning signs shall not be internally lit.



External or Halo Illuminated -The illumination of a sign by a separate light fixture that casts light directly on the sign or the light is shown from behind a letter or graphic that displays the name of the business without any visible light penetrating through the face of the letter or graphic.

PORTABLE-MOVABLE SIGN



Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business. This definition does not apply to sandwich board signs or umbrellas used for outdoor dining. *Prohibited.*

SIGNS as defined by FORM: The physical structure of the sign.

INTERIOR SIGN

Any sign located fully within the interior of an building or stadium that is intended solely for information relating to the operation or such building or stadium.



NEON SIGN

Any sign or decorative lighting composed of glass tubing containing neon gas, or a sign or decorative lighting simulating such technology.



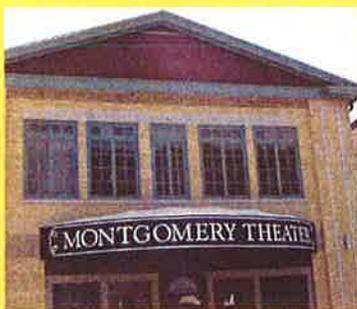
MURAL (non-commercial)

Artwork applied to the wall of a building, wall, or other structure. A mural covers the surface and depicts a scene or event of natural, social, cultural or historic significance and contains no commercial message or commercial logo of any kind.

Permitted only as a Conditional Use.

OFF-PREMISES SIGN

A sign structure advertising an establishment, merchandise, service or entertainment which is sold, produced, manufactured or furnished at a place other than on the property on which said sign is located; a sign which advertises or otherwise directs attention to an activity not on the same lot where the sign is located, e.g., billboards, outdoor advertising, subdivision directional sign and real estate sign.



MARQUEE SIGN

Any sign attached to a marquee for the purposes of identifying a movie theater, or similar place of entertainment.

Permitted only as a Conditional Use.



ON-PREMISE SIGN

A sign that advertises or otherwise directs attention to an activity on the same lot where the sign is located.

SIGNS as defined by FORM: The physical structure of the sign.

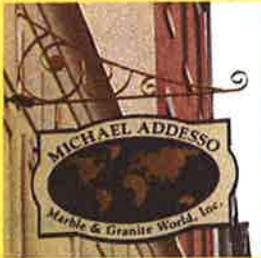
PENNANT (temporary)

Any lightweight plastic, fabric, or other similar material whether containing a commercial message or not, suspended from a rope, wire, or string, usually in a series, designed to move in the wind.



ROOF SIGN—Integral

Any wall sign integrated with the roof of a building that does not extend vertically above the roofline.



PROJECTING SIGN

Any sign mounted to a wall or other vertical surface that does not interfere with normal pedestrian or vehicular traffic.

ROOF SIGN

Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

Prohibited

REVOLVING or ROTATING SIGN

Any sign, sign message, or sign part that revolves or rotates in a circular motion.

Prohibited



SANDWICH BOARD SIGN (temporary)

A movable sidewalk sign consisting of two faces, is weighted at the bottom, and whose message is targeted to pedestrians.

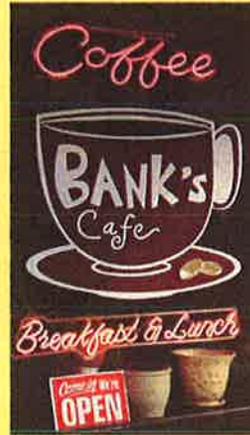


SIGNS as defined by FORM: The physical structure of the sign.



WALL SIGNS

Any sign which in any manner is affixed to and parallel to any exterior wall of the building or structure and which projects no more than 18 inches from above the parapet wall, eaves or building facade on which it is located. If a building has a canopy or marquee constructed as an integral part of the building, the front line of the canopy or marquee shall be interpreted as being part of the face of the building.



WINDOW SIGNS

Any sign mounted, affixed or painted on a window or a sign inside a building which can be seen from outside the building, window or door. Window signs may be permanent or temporary and shall not exceed 25% of window area.



VEHICULAR SIGNS

Any vehicle and/or trailer to which a sign is affixed in such a manner that the carrying of the sign is no longer incidental to the vehicle's purpose but becomes the primary purpose of the vehicle. *Prohibited.*



§ 320-186. Permit Required, Sign Categories.

- A. The erection or placement of a sign is regulated and requires a permit unless a sign is specifically exempt from regulation. The regulation shall include any building, construction, attachment, hanging, suspension, alteration, repair, repainting, removal, relocation, or demolition of a sign of any type.
- B. All signs in the Municipality fall into one of the following categories:
- (1) Signs exempt from the provisions of this article.
 - (2) Prohibited signs.
 - (3) Permitted signs:
 - (a) Temporary signs requiring a permit. Temporary signs shall not take the place of permanent signs.
 - (b) Permanent signs requiring a permit.
 - (4) The Municipal Zoning Officer will provide applications for sign permits, fee information, inspection requirements, and application requirements dealing with submission of drawings and construction information.

§ 320-187. Exempt Signs.

- A. The following signs shall not require permits but shall conform to the requirements set forth below and Tables of Section 320-194.
- (1) Address signs**
 - (2) Artisan signs**
 - (3) Barbershop poles**
 - (4) Flags**
 - (a) Decorative flags: Flags that are decorative and contain designs marking seasons, holidays, or the general nature of a business are permitted, provided that they contain no commercial message including lettering, advertising, name or logo of a business. Decorative flags shall be no larger than 2x3 feet and shall be hung at least 7 1/2 feet above walkways.
 - (b) United States Flag
 - (c) Government flag or insignia not greater than 5x8 feet.
 - (5) Government/Regulatory signs and notices.**



- (6) **Home Occupation Signs.**
- (7) **Home security signs**, not exceeding one square foot.
- (8) **Incidental signs:** Public service, information or direction signs indicating business hours, the availability of public restrooms, telephones, ATMs, or similar public conveniences, not exceeding 3 square feet in area, provided they do not contain advertising (including logos), and do not obstruct the sight triangles at internal intersections on the premises.
- (9) **Personal expression signs**, provided that they are not illuminated and are either freestanding, wall or window signs. Such signs may not exceed 4 square feet and, in the case of freestanding signs, may not exceed four feet in height.
- (10) **Political Signs.**
- (11) **Public monument, plaque or historic identification marker** erected by a government agency.
- (12) **Public interest sign**, to be of adequate size and located in a prominent location.
- (13) **Professional nameplates** displaying only the name and occupation (words only) of the practitioner, not exceeding 6 inches high by 18 inches wide.
- (14) **Temporary signs as follows:**
 - (a) **Civic event signs** on public and private property.
 - (b) **Real Estate** - for sale and open house signs:
 1. Temporary signs advertising the *sale or rental of the premises* upon which they are erected by a broker or other person interested in the sale or rental of such premises.
 2. Open house signs may be placed on the property being offered for sale. Directional open house signs shall not be erected earlier than one hour before the open house and shall be taken down no later than one hour after the open house.
 - (c) **Temporary signs advertising the development of the premises** upon which they are erected, when erected in connection with the development of the premises by a building contractor, developer or other person interested.
 - (c) **Sandwich boards.** Where permitted, portable sandwich boards shall be permitted according to the following regulations:
 1. The maximum height of sandwich boards shall be four feet and the width shall not exceed 30 inches.
 2. Sandwich boards shall be located either adjacent to the building or adjacent to the curb. In either location, at least three feet of sidewalk shall be left unobstructed.
 3. Only one sandwich board will be permitted in front of the business it advertises.



4. Sandwich boards shall be weighted at the base so that the sign cannot be moved by strong winds; however, no sign shall be chained, tied or otherwise affixed to any building, structure, object or tree.
 5. Sandwich board frames shall be made of materials that present a finished appearance.
 6. Sandwich boards shall be removed from the sidewalk at the close of business hours.
- (d) **Signs of artisans** may be erected and maintained during the period such persons are performing work on the premises on which such signs are erected.
- (e) **Signs advertising garage or yard sales**, provided that no sign shall exceed 6 square feet in sign area. Signs shall be permitted only on the premises where the sale is to be conducted and limited to one per street frontage. Signs shall be removed at the close of the garage or yard sale.
- (f) **Pennant** - limited to one row per street frontage, and shall be erected for not more than 30 calendar days unless approval is granted for an additional 30 days.

§ 320-188. Signs Uses and Restrictions. (See Tables at the end of this chapter)

A. Temporary Signs requiring a permit.

1. Banners - where permitted, limited to one per street frontage, shall not exceed 24 square feet and shall be erected for not more than one calendar month unless approval is granted for one additional calendar month. Banners shall not be a substitute for permanent signs.
2. Temporary window signs - where permitted, temporary window signs are permitted for one calendar year. They are permitted in combination with permanent window signs however, coverage shall not exceed 25 % of the glass area.

§ 320-189. Prohibited Signs.

- A. **Prohibited signs.** It shall be unlawful, upon or after the effective date of this article or any amendment thereto, for any person, firm or corporation to erect any of the following signs within the Municipality of Norristown:
1. Any sign which by reason of its size, shape, location, content, color or manner of illumination may be confused with or resembles a traffic control signs or signals, including but not limited to signs containing words such as "stop," "look," or "danger."
 2. Any sign that flashes, rotates, revolves or oscillates, except barbershop poles.
 3. Any animated signs, movable message signs or signs with internally generated messages or symbols; no sign shall consist of any moving, rotating, or otherwise animated part or message, except those portions of signs which indicate time and temperature changes. Signs indicating time and/or temperature by means of white intermittent lighting shall not change more fre-



- quently than 15 seconds and whose letters are not more than eight inches high.
4. Any sign that obstructs free ingress or egress from a door, window, fire escape or other exit-way.
 5. Vehicular signs.
 6. Signs erected without the permission of the property owner or authorized agent.
 7. Signs that create a hazard by obstructing the clear view of vehicles and pedestrian traffic.
 8. Signs that exhibit statements, words or pictures of obscene or pornographic subjects as determined by the Municipality.
 9. Any novelty sign, including but not limited to an object (e.g., tire, automobile, food or beverage product, etc.), unless the novelty object or item is part of a sign that otherwise complies with this chapter and represents 20% or less of the total sign area.
 10. Special promotional devices or displays, such as beacons, floodlights, tethered balloons, filled with gas or air.
 11. Sign with reflective backgrounds.
 12. Projecting V-shaped signs.
 13. Snipe signs.
 14. Signs placed on benches bearing advertising.
 15. Freestanding sign within 75 feet of the top of the bank of the Schuylkill River, except street identification and directional signs installed by the Municipality, County or Commonwealth.

§ 320-190. General Regulations.

A. Location of signs.

- (1) No sign shall be erected or maintained so as to prevent free ingress and egress to or from any door, window or fire escape.
- (2) No sign shall be placed in such a position as to endanger pedestrians or traffic on a street by obscuring the view or by interfering with official street signs or signals by virtue of position or color.
- (3) No sign, except official traffic signs or those approved by the Municipality of Norristown, is permitted within the cartway of the right-of-way.
- (4) No projecting sign shall extend into the cartway of the right-of-way, or be less than seven feet above a pedestrianway.
- (5) No freestanding sign may occupy an area designated for parking, loading, walkways, driveways, fire lane, easement, cartway of the right-of-way or other areas required to be unobstructed.
- (6) Signs, not including historical markers and banners approved by the Municipality, shall not be affixed to a utility pole or structure, lighting standard, parking meter, park bench, tree, shrub, rock or natural object except plaques of a maximum of one square foot.
- (7) Signs and their supporting structures shall maintain clearance and non-interference with all surface and underground utility and communications lines or equipment.

B. Materials. Sign materials should be consistent with and complement the original construction ma-



materials and architectural style of the building facade on which they are to be displayed. All signs, excluding awning signs and interior window signs, shall be constructed only of durable materials with painted, engraved or raised messages. Plastic sign inserts shall be permitted for internally lit signs.

C. Size of lettering and window graphics.

- (1) All signs shall have letters no larger than 18 inches in height for signs located 30 feet or less above grade; 24 inches in height for signs located 30 to 60 feet above grade; and 36 inches in height for signs located 60 or more feet above grade.
- (2) Window graphics shall not exceed 25% of the clear window surface.

D. Illumination of signs. Signs may be illuminated, unless otherwise specified herein, consistent with the following standards:

- (1) Where permitted, illumination may be:
 - (a) External. Illumination of a sign with an external light, shielded so that the point source of light is not visible elsewhere than on the lot where said illumination occurs.
 - (b) Internal. Illumination of a sign designed to give forth an artificial light directly through transparent or translucent materials from a source of light within such a sign. Sign lettering may be backlit (halo) or neon or similar lighting. The text and graphic logo shall be illuminated with lighter colors and the background shall be a dark color.
- (2) Illumination shall be permitted only to the extent necessary to allow signs to be seen and read at night at a distance not to exceed 500 feet for signs of 20 square feet or more in area and 150 feet for signs less than 20 square feet in area.
- (3) Neon signs, neon lighting, as defined herein, are not permitted in residential districts, except in the RO District.

E. English language. Identification and directional signage containing non-English language shall also include its equivalent in English in order to address the health, safety, and welfare of vehicular and pedestrian customers trying to find the location of said premises, as well as all emergency services personnel responding to said premises.



F. Construction of signs.

- (1) Every sign permitted in this article must be kept in safe condition and good repair at all times as determined by the Municipal Code Enforcement Official. All signs not properly maintained shall be subject to removal.
- (2) A sign using electricity shall be installed in conformance with the Chapter 132, Uniform Construction Code, as amended. Signs not attached to a building shall be connected by underground electrical service only. Applications for electrical permits shall be filed at the same time



of the sign permit application.

G. Removal of signs. A sign shall be found to be in violation of this article, and may be required to be removed by the Municipality under the following circumstances:

- (1) The sign has not been maintained in good condition and safe repair and has deteriorated to the point that it cannot perform its intended use or creates a safety hazard. The Code Enforcement Officer shall specify a period of time in which the owner of the sign may repair or rehabilitate the sign, thereby restoring its intended use or correcting the safety hazard.
- (2) The sign has been erected without an applicable permit or does not comply with the other requirements of this article.

§ 320-191. Illegal, Abandoned and Non-conforming signs.

A. Nonconforming signs. Any sign legally existing at the time of the adoption of this article that does not conform to the requirements of this article shall be considered a nonconforming sign and shall be bound by the regulations of this article regarding nonconforming signs

- (1) Any change to the sign face of a nonconforming sign shall meet the requirements of this article.
- (2) A sign not conforming to this article shall be removed when the sign requires any structural renovation or the background area of the sign is to be altered.
- (3) All nonconforming signs, except those which are painted onto building walls, may be repainted, resurfaced or repaired, provided that they are not substantially destroyed or abandoned, and provided such does not change the dimension of the existing sign.
- (4) A nonconforming sign must be removed within 15 days after notification by the Zoning Officer or be made to conform to this article in every respect whenever:
 - a. It is not securely attached to the ground, wall or roof and can be easily moved; or
 - b. It becomes so deteriorated that it no longer serves a useful purpose of communication and is a nuisance as determined by the Municipality ;or
 - c. It is abandoned by the owner or the use is abandoned.

§ 320-192. Permit Procedures.

- A.** It shall be unlawful to erect, alter, repair or relocate any sign within the Municipality without first obtaining a sign permit, unless the sign is specifically exempt from the permit requirements.
- B.** Applications for sign permits shall be made upon forms provided by the Zoning Officer and shall contain and/or have attached the following information where relevant:
 - (1) Name, address and telephone number and signature of the owner or duly authorized agent for the property owner.



- (2) Name, address and telephone number and signature of the owner of the sign.
- (3) Name, address and telephone number of the sign contractor.
- (4) Property address and applicable zoning district.
- (5) Two copies of a sketch plan drawn to 1" = 1' scale depicting:
 - (a) Lot dimensions, building frontage, and existing cartways, right-of-ways and driveways.
 - (b) The design of each sign face and sign structure, including dimensions, total area, sign height, depth, color scheme, structural details, materials, lighting scheme and proposed location.
 - (c) Sign Message.
 - (d) Building elevation, existing and proposed facades, parapet walls, cornices and the location and size of all proposed and existing permanent signage.
 - (e) Current photographs showing existing signs on the premises and certifying the date on which the photographs were taken.
- (6) A permit fee shall be paid, per fee schedule established by Resolution of Municipal Council.
- (7) Such other information which may be required by the Zoning Officer to show full compliance with this and all other ordinances of the Municipality.

§ 320-193. Annual License Fee.

- A. Licenses. The owner of the sign or owner of the property on which the sign is erected or displayed shall pay to the Municipality an annual license fee per fee schedule establish by Resolution of Municipal Council.
- B. A fee will be charged annually for permanent signs and on a month-by-month basis for temporary signs for all signs requiring a permit. In calculating the total amount of square feet per sign with or without defined borders, the guidelines as set forth in this chapter.
- C. All licenses shall expire at 12:00 midnight on June 30 of each year. The license fees shall be due and payable July 1 of each license year. If a license is requested after July 1 of the licensing year, the total annual fee shall be due and payable upon application. The licensing fee shall commence July 6, 1992, and shall continue yearly thereafter unless amended or repealed.
- D. All unpaid sign fees will be assessed a one and one-twelfth percent (1 1/12%) per month delinquent fee. After December 31 of the current year, if unpaid, delinquent fee charges shall be collected by lien or any action at law.



District	Permitted Use	Sign Purpose	Sign Form	Maximum Number	Maximum Sign Area	Maximum Sign Height	Additional Requirements	
All Districts	Single-family residential	Address	Wall		2 square feet			
	Multi-family residential	Address	Awning		10 square feet		Awnings per Section 320-185 Definitions	
	Non-residential		Freestanding-monument Wall					
	Non-residential	Civic Event	Banner-temporary	1 per frontage	24 square feet			
	Window/temporary			Shall not exceed 25 % of glass area				
All Uses	Government / Regulatory							
	Artisan	Freestanding		One per street frontage	8 square feet	6 feet (freestanding)	Non-Illuminated May not be erected until work begins and must be removed as soon as work ends.	
		Wall						
	Development	Banner-temporary					Exterior illumination only	
	developer general contractor financial lending institution	Freestanding Wall		One per street frontage per contractor	12 square feet	6 feet (freestanding)	Remove 30 days post construction	
	Directional	Freestanding monument Wall			6 square feet	4 feet (freestanding) 8 feet (wall)		
	Incidental	Wall Window or freestanding			One square foot			
	Memorial	Wall Freestanding		One sign per premises	9 square feet		Non-Illuminated	
	Personal Expression	Wall						
		Banner/temporary Freestanding Window/temporary		Two signs per premises	4 square feet	6 feet (freestanding)	Non-illuminated	
Public Interest	Wall Freestanding		Two signs per premises	4 square feet	6 feet (freestanding)	Non-illuminated Minimum spacing 100 feet apart		
Political	Freestanding						Non-Illuminated	
	Wall Window/temporary		2 per premises	4 square feet	6 feet (freestanding)	60 days prior and 7 days after an election		
Real Estate- temporary	Banner/temporary Freestanding Wall Window/temporary		One per street frontage	6 square feet	6 feet (freestanding)	Non-illuminated only Remove 72 hours after settlement		
Real Estate / Open House	Freestanding		2 per premises	4 square feet		Signs may be placed along the edge of public right-of-way. Signs shall not be placed in the sidewalk or any location where they would cause a public hazard.		
	Window/temporary					Signs are permitted only when a real estate agent, seller, or property manager is in attendance at the property. Signs shall not be installed before 8:00 A.M. and shall be removed no later than sunset. Signs may not remain overnight.		



District	Permitted Use	Sign Purpose	Sign Form	Maximum Number	Maximum Sign Area	Maximum Sign Height	Additional Requirements
All Residential Districts and NOD	Single-family residential	Home Occupation					Non- Illuminated signs only.
			Wall	One sign per street frontage	2 square feet	6 feet	
	Multi-family residential	General Purpose	Awning	One sign per street frontage	12 square feet	6 feet	Non-illuminated signs only. Freestanding signs on each premises shall be spaced at least 100 feet apart.
			Freestanding-Monument				
			Wall Sign				
	All Other	General Purpose	Awning	One sign per street frontage	20 square feet		Non-illuminated signs only.
Legal non-conforming commercial signs							
Wall							
		Freestanding-monument			6 feet	Freestanding signs are permitted on lots equal to or greater than 10, 890 square feet. Freestanding signs on each premises shall be spaced at least 100 feet apart. Non-	
		Window		Shall not exceed 25 % of glass area		Window signs may be temporary or permanent and require a permit. Non-illuminated only.	



SIGNS

District	Permitted Use	Sign Purpose	Sign Form	Maximum Number	Maximum Sign Area	Maximum Sign Height	Additional Requirements
TC Town Center NC Neighborhood Commercial	Multi-family	General Purpose	Awning	1 sign per premises	12 square feet	6 feet freestanding	Non-illuminated
			Freestanding				
	Institutional	General Purpose	Awning	1 sign per premises	20 square feet	6 feet (freestanding)	Non-illuminated
			Freestanding				Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.
			Banner/temp.	1 sign per premises	20 square feet		
			Wall	1 sign per premises	35 square feet		Illumination permitted.
			Window		Shall not exceed 25% of glass area		Window signs may be temporary or permanent and require a permit. Illumination permitted
	All Other uses	General Purpose	Awning		24 square feet		Non-illuminated
			Banner/temporary	One sign per building frontage	15 square feet		
			Freestanding	3 signs per premises	15 square feet	6 feet (freestanding)	Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.
			Projecting	1 per premises	6 square feet		Minimum height 7.5 above the pedestrian sidewalk. Illumination permitted.
			Sandwich Board/temporary		6 square feet		Shall only be displayed on the sidewalk area contiguous to the façade of the business for which it is displayed. Shall not impeded pedestrian traffic. Shall only be displayed during business hours. The sign must be constructed of materials that present a finished appearance and be weighted at the bottom. Rough-cut plywood is not acceptable. Chalkboard and white board signs shall be permitted. The written message of the sign should be kept to the minimum necessary to communicate the name of the business or a special message of the business.
Wall			1 per frontage	35 square feet		Illumination permitted.	
Window		Shall not exceed 25% of glass area		Window signs may be temporary or permanent and require a permit. Illumination permitted. Neon window signs require a permit and are count toward the total sign area.			



SIGNS

District	Permitted Use	Sign Purpose	Sign Form	Maximum Number	Maximum Sign Area	Maximum Sign Height	Additional Requirements	
CR Commercial Retail	Multi-family	General Purpose	Awning	1 per premises	12 square feet	6 feet freestanding	Non-illuminated	
			Freestanding					
RO Residential Office								
LI Light Industrial	Institutional	General Purpose	Awning	1 per premises	20 square feet	6 feet (freestanding)	Non-Illuminated	
			Banner/temp. Freestanding	1 per premises	20 square feet	6 feet (freestanding)		
			Wall	1 per premises	12 square feet			Illumination permitted
			Window		Shall not exceed 25% of glass area			Window signs may be temporary or permanent. Temporary window signs are permitted for one calendar month unless approved for one additional calendar month. Illumination permitted.
HC Health Care	Institutional	General Purpose	Awning	1 per premises	35 square feet		Non-Illuminated	
			Banner/temporary	1 per premises	15 square feet			
			Freestanding	1 sign per premises entrance	15 square feet	6 feet (freestanding)		Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.
			Sandwich Board/temporary	1 per premises	6 square feet			Shall only be displayed on the sidewalk area contiguous to the façade of the business for which it is displayed. Shall not impeded pedestrian traffic. Shall only be displayed during business hours. Non-illuminated only. The sign must be constructed of materials that present a finished appearance and be weighted at the bottom. Rough-cut plywood is not acceptable. Chalkboard and white board signs shall be permitted. The written message of the sign should be kept to the minimum necessary to communicate the name of the business or a special message of the business.
			Wall	1 per frontage	35 square feet			Illumination permitted.
			Window		Shall not exceed 25% of glass area			Window signs may be temporary or permanent and require a permit. Neon window signs require a permit and are count toward the total sign area. Illumination permitted.
Institutional	All Other uses	General Purpose	Awning	1 per premises	35 square feet		Non-Illuminated	
			Banner/temporary	1 per premises	15 square feet			
			Freestanding	1 sign per premises entrance	15 square feet	6 feet (freestanding)		Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.
			Sandwich Board/temporary	1 per premises	6 square feet			Shall only be displayed on the sidewalk area contiguous to the façade of the business for which it is displayed. Shall not impeded pedestrian traffic. Shall only be displayed during business hours. Non-illuminated only. The sign must be constructed of materials that present a finished appearance and be weighted at the bottom. Rough-cut plywood is not acceptable. Chalkboard and white board signs shall be permitted. The written message of the sign should be kept to the minimum necessary to communicate the name of the business or a special message of the business.
			Wall	1 per frontage	35 square feet			Illumination permitted.
			Window		Shall not exceed 25% of glass area			Window signs may be temporary or permanent and require a permit. Neon window signs require a permit and are count toward the total sign area. Illumination permitted.



District	Permitted Use	Sign Purpose	Sign Form	Maximum Number	Maximum Sign Area	Maximum Sign Height	Additional Requirements
HI Heavy Industry	Industrial	Directory	Awning		35 square feet		
			Wall				
			Banner/ temporary		24 square feet		
			Freestanding - monument		20 square feet	6 feet	Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.
			Freestanding - pole		20 square feet	15 feet	
			Window		Shall not exceed 25% of glass area		Window signs may be temporary or permanent and require a permit.
Adult entertainment	General Purpose	Wall Freestanding	One sign per premises	24 square feet	12 feet	Sign shall only identify the name of the establishment and the hours of operation. Premises must have at least 30 feet of frontage to be eligible for a freestanding sign. Freestanding signs must be located at least 100 feet apart.	

