



Sign Permit Application

Town of Moorefield
206 Winchester Avenue
Moorefield, WV 26836

Fees shall be paid to the Town of Moorefield and must accompany the application. If work begins without the required permit, double the cost of said permit will be charged.

PRINT OR TYPE CLEARLY

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Day Time Telephone Number: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property Owner's Day Time Telephone Number: _____

Street Address of Proposed Work: _____

Current Zoning: _____ Current Land Use: _____

(Note: See zoning maps at Town Hall for correct zoning classification)

Cost Estimate \$ _____ Contractor's Name _____

Contractor's Address _____

SEE NEXT PAGE FOR DESCRIPTION OF WORK AND CHECKLIST

Comments from Zoning Officer:

Official Use Only:
Fee Paid: _____
Date Paid: _____

Comments from Landmark Commission:

Description of work:

CHECKLIST FOR A SIGN BUILDING PERMIT

1. ARE YOU CHANGING THE USE OF THIS BUILDING OR ANY PART THEREOF?

FROM RESIDENTIAL TO COMMERCIAL _____

FROM COMMERCIAL TO RESIDENTIAL _____

2. PRIOR TO YOUR APPLICATION BEING ACCEPTED YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:

(APPLICANT MUST INITIAL EACH ITEM INDICATION IT HAS BEEN PROVIDED)

- a. _____ IS PROPERTY LOCATED WITHIN THE MOOREFIELD HISTORIC DISTRICT? (IF YES, YOUR REQUEST WILL BE SUBJECT FOR REVIEW BY THE MOOREFIELD HISTORIC LANDMARK COMMISSION)
- b. _____ IF RENTAL, PROVIDE WRITTEN PERMISSION FROM OWNER OF BUILDING.
- c. _____ TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGNS ON BUILDING.
- d. _____ TOTAL SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS.
- e. _____ DRAWING OR PICTURE OF BUILDING SHOWING PLACEMENT OF SIGN/SIGNS.
- f. _____ DRAWING OR PICTURE OF SIGN – SHOW SIZE, DETAILS, COLOR and MATERIAL SAMPLES.
- g. _____ DRAWING OR PICTURE OF BRACKET OR METHOD OF MOUNTING SIGN.
- h. _____ IS THE SIGN GOING TO HAVE ANY ELECTRONIC FEATURES? IF SO, PLEASE PROVIDE DETAILS IN THE DRAWING.

Sign Permit Application

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Town of Moorefield at any reasonable time in order to determine compliance with Town of Moorefield ordinances. Application must be signed by owner or his/her agent.

Date: _____ **Applicant's Signature** _____

Print Name: _____

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____ **Owner's Signature** _____

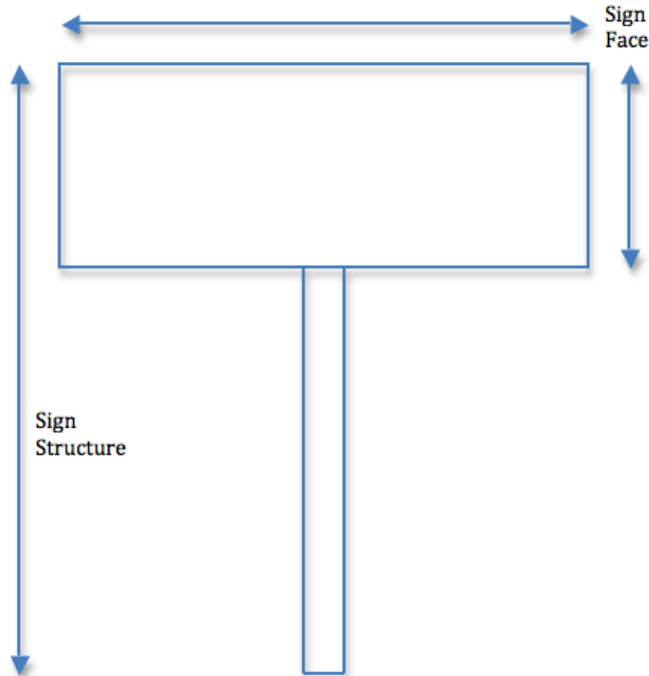
Print Name: _____

1. “Sign” means any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant, or any other device, figure or character, or delineation) with the essential purpose to communicate, designed to communicate, or where context results in communication, and such communication is aimed at persons in a public right-of-way.
 - i. “A-Frame Sign” means a two-faced sign with supports that are connected at the top and separated at the base with an internal angle between the two faces of no more than a forty-five (45) degree angle, forming an “A” shape not more than four (4) feet high. These are also referred to as “sandwich board” signs.
 - ii. “Animated Sign” or means a sign or part of a sign that is designed to rotate, move, or appear to rotate or move. Such a sign is sometimes referred to as a “moving sign.” Animated signs include signs with moving graphic features such as scrolling text or images that appear to move; moving sign change features such as fly-in, wipe-off, fading, dissolving, traveling, or expanding displays or any other full message sign change taking longer than three tenths (0.3) of a second; and static electronic message displays displayed less than seven (7) seconds. Animated signs also include signs propelled by vehicle, watercraft, or aircraft where the primary purpose of the vehicle, watercraft, or aircraft at the time of sign display is to propel the sign.
 - iii. “Awning Sign” or “Canopy Sign” means a sign placed directly on the surface of an awning or to a canopy, which is a roof-like structure either projecting from a building façade and open on three sides, or standing alone and open on four sides, and used for the purpose of protecting pedestrians and motorists from weather related elements.
 - iv. “Banner” means a sign of flexible material affixed to a framework or flat surface. Banners are not flags for purposes of this ordinance.
 - v. “Beacon” means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zone lot as the light source; also, any light with one or more beams that rotate or move.
 - vi. “Chalkboard Sign” means a single-faced, framed slate, or chalkboard that can be written on with chalk or similar markers.
 - vii. “Changeable Copy Sign” means a sign or part of a sign that is designed so that characters, letters, or illustrations can be manually or physically changed or rearranged without altering the face or surface of the sign.
 - viii. “Electronic message display” means a sign that is either light emitting or light reflective and that is capable of changing the displayed message through electronic programming. Electronic message displays are divided into four categories:
 - a. “Static electronic message display” means an electronic message display that is not an animated sign.
 - b. “Static electronic message display with transition features” means an electronic message display that remains static except for no more than a two (2) second transition feature such as fading, dissolving or a single instance of fly-in, wipe-off, expansion, or traveling that occurs no more often than every seven (7) seconds.
 - c. “Electronic message display, partially animated” means an electronic message display with animated or moving text or graphics.
 - d. “Electronic message display, fully animated” means an electronic message display with full animation features.
 - ix. “Feather Sign/Feather Flag/Teardrop Flag/Wind Flag” means a lightweight, portable flag made of cloth, plastic, or similar material mounted along one edge on a single, vertical, flexible pole, the physical structure of which may resemble a sail, bow, or teardrop.

- x. “Flag” means a piece of cloth or similar material, typically oblong or rectangular, attachable by one edge to a pole or rope.
- xi. “Flashing Sign” means a sign that includes lights that flash, blink, turn on and off intermittently, or otherwise vary light intensity during the display of a message.
- xii. “Freestanding Sign” means a sign not attached to a building or other structure other than its own support, supported by one or more columns, uprights, or braces in or upon the ground, with at least eight (8) feet between the lowest component of the sign face and the ground beneath the sign.
- xiii. “Illegal sign” means any sign erected without obtaining a required permit or which otherwise does not comply with any provision of this code.
- xiv. “Inflatable/tethered signs” are signs which are filled with air to convey a message or to draw attention to a message or location.
- xv. “Marquee Sign” means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed, or both types of lettering in use.
- xvi. “Minor Sign” means a sign not exceeding two (2) square feet in area, not exceeding four (4) feet in height, and not illuminated.
- xvii. “Monument Sign” means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another, with less than five (5) feet between the lowest component of the sign face and the ground beneath the sign. Monument signs may contain changeable copy components.
- xviii. “Neon Sign” means a sign containing exposed tubes filled with light-emitting gas.
- xix. “Off-premises sign” means a sign not accessory to or associated with the principal use on a lot, or a sign that is the principal use of a lot.
- xx. “Pennant” means a geometric shaped flag made of flexible materials, suspended from one or two corners fastened to a string, which is secured or tethered so as to allow movement and used as an attention-getting form of media.
- xxi. “Person-assisted sign” means a sign that includes an individual paid to hold, move, wear, or otherwise direct attention to a commercial sign.
- xxii. “Projecting sign” means a sign attached to and projecting more than twelve (12) inches from the face of a wall or building, but does not project above the parapet or eave line of the building and is a minimum of eight (8) feet above any walking surface.
- xxiii. “Roof sign” means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.
- xxiv. “Temporary Sign” means any sign intended to be displayed for a limited period of time not to exceed thirty (30) days.
- xxv. “Vehicle or Trailer Sign” means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used primarily to display a commercial sign and the vehicle or trailer fails to display current license plates, inspection sticker, or municipal decal; if the vehicle is inoperable; if evidence of paid-to-date local taxes cannot be made available; or if the sign alters the standard design of such vehicle or trailer.
- xxvi. “Wall Sign” means any sign, inscription, artwork, figure, marking, or design that is attached, painted, drawn, marked, etched, or scratched into a wall or against a flat vertical exterior surface of a structure, including portions of doors which do not contain windows.
- xxvii. “Wicket Sign” means a sign with an H- or U-shaped frame that is put into the ground or placed above the ground.

xxviii. “Window Sign” means any sign visible outside the window, including windows on doors, and attached to or within eighteen (18) inches in front of or behind the surface of a window or door.

2. “Sign Face” means the portion of a sign structure bearing the message.



3. “Sign Structure” means any structure bearing a sign face.

ARTICLE XIV SIGNS

Section 20-14.01 Findings, Purpose, and Intent; Interpretation.

- a. Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height, and condition of all signs placed on property for exterior observation, thus ensuring the protection of property values; preservation of the character of the various neighborhoods; creation of a convenient, attractive, and harmonious community; protection against destruction of or encroachment upon historic areas; and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article allows adequate communication through signage while encouraging aesthetic quality in the design, location, and size of signs. These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of signs while still reducing and mitigating the extent of the harms caused by signs.
- b. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article which can be given effect without the invalid provision.
- c. Signs not expressly permitted under this code are prohibited.

Section 20-14.03 Permit Required.

- a. *Application for permit.* Except as provided in this code, a sign permit is required prior to the display and erection of any sign.
 1. An application for a sign permit shall be filed with the Zoning Officer on forms furnished by the Town. The applicant shall provide sufficient information to determine if the proposed sign is permitted under this code and other applicable law. An application for a temporary sign shall state the dates intended for the erection and removal of the sign. An application for an electronic message display shall include the manufacturer's statement that the sign has been pre-programmed, to the extent possible, to conform to the requirements of this code. Such manufacturer's statement shall include, where applicable, the pre-stacked sign settings relating to text and graphic features, message change features, message change time intervals, day and night lighting requirements, and any other settings capable of limiting the electronic message display such that it conforms to this code.
 2. The Zoning Officer shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty (20) business days after receipt. Any application that complies with all provisions of this code, the building code, and other applicable laws, shall be approved.
 3. If the application is rejected, the Zoning Officer shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of this code, building code, or other applicable law.
- b. *Permit fee.* A nonrefundable fee shall accompany all sign permit applications. The permit fee schedule shall be set by the Town.
- c. *Duration and revocation of permit.* If a sign is not installed within six (6) months following the issuance of a sign permit or the time period stated within the permit, or within thirty (30) days for a temporary sign permit, the permit shall be void. The permit for a temporary sign shall state its duration, not to exceed thirty (30) days unless otherwise provided in this code. The Zoning Officer may revoke a sign permit under any of the following circumstances:
 1. The information in the application was materially false or misleading;
 2. The sign as installed does not conform to the sign permit application; or
 3. The sign violates this code, building code, or other applicable law.
- d. *Appeals.* Appeals from the denial or granting of a sign permit shall be made to the Board of Zoning Appeals pursuant to the process set forth in this code.

Section 20-14.05 Permit Not Required.

The purpose of not requiring a permit for some signage is to exempt from the process of permitting signs that are frequently used, often by private citizens, and which typically have less of an impact on the public safety and aesthetic concerns. Signs permitted under this section count towards the maximum sign area and maximum number of signs allowed per use. A sign permit is not required for:

- a. Signs required by law.
- b. Flags up to sixteen (16) square feet.
- c. The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with this code.
- d. Temporary signs as follows, subject to sign area and height limitations of the district in which the sign is located:
 1. One (1) sign, no illumination, no more than twelve (12) square feet in area, located on property where a building permit is active.
 2. On any property for sale or rent, one sign with a total area of up to twelve (12) square feet and a maximum height of six (6) feet.
 3. On dwellings, no more than four (4) temporary signs with a total area of no more than twelve (12) square feet.

4. Window signs, provided that the total area of window signs does not exceed twenty-five (25%) percent of the total area of all windows on each building façade.
 5. Banners for not more than fifteen (15) days.
- e. Two (2) minor signs per use.
 - f. Pavement markings. Any sign applied directly and entirely to and flush with an asphalt, concrete, or similar paved surface.
 - g. A permanent window sign, provided that the aggregate area of all window signs on each window or door does not exceed twenty-five (25%) percent of the total area of the window or door.

Section 20-14.07 Prohibited Signs.

The purpose of prohibiting the following signage is to address substantial public safety and welfare concerns, including aesthetic concerns and protecting property values, associated with certain types of signage. In addition to signs prohibited elsewhere in this code or by applicable state or federal law, the following signs are prohibited:

- a. *General prohibitions.*
 1. Signs that violate any state or federal law relating to outdoor advertising or in violation of this code.
 2. Signs attached to natural vegetation.
 3. Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority.
 4. Vehicle or trailer signs, defined as any sign attached to or displayed on a vehicle, if the vehicle or trailer is used primarily to display a commercial sign and the vehicle or trailer fails to display current license plates, inspection sticker, or municipal decal; if the vehicle is inoperable; if evidence of paid-to-date local taxes cannot be made available; or if the sign alters the standard design of such vehicle or trailer.
 5. Animated signs, except where animated sign features as part of an electronic message display are expressly permitted.
 6. Flashing signs or other signs displaying flashing, scrolling, or intermittent lights or lights of changing degrees of intensity, except where flashing sign features as part of an electronic message display are expressly permitted.
 7. Beacons.
- b. *Prohibitions based on materials.*
 1. Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows, or wall edges of any building, except for temporary decorations not to exceed three (3) months per year.
 2. Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas.
 3. Signs that emit sound.
 4. Neon signs, except in windows where permitted in a district.
- c. *Prohibitions based on location.*
 1. Off-premises signs, unless specifically permitted by this chapter.
 2. Signs erected on public land other than those approved by the Zoning Officer in writing, required by law without such approval, or permitted under West Virginia law. Any sign not so authorized is subject to immediate removal by the Town, with the costs charged to the owner or person having control of such sign, with payment due within thirty (30) days of notice of charges. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
 3. Roof signs. Signs on the roof surface or extending above the roofline of a building or its parapet wall.
 4. Any sign located in the vision triangle formed by any two (2) or more intersecting streets or any street and alley.

5. Window signs with an aggregate area on a window or door in excess of twenty-five (25) percent of the total area of the window or door or located above the first floor unless the related use is only on the floor where the window sign is displayed.

Section 20-14.09 General Requirements.

- a. *Setback and placement.* All signs shall be set back from any public right-of-way at least the height of the sign. Electronic message displays shall be placed perpendicular to residential structures where possible and shall comply with Federal Communications Commission regulations, including the avoidance of harmful interference with radio frequencies.
- b. *Illumination.* The purpose of the following provisions regulating signage lighting is to ensure that signs are lighted in such a manner as to maintain aesthetic consistency with signs already existing in the town and to ensure the safety of drivers and pedestrians, while also ensuring that signs are adequately able to convey sign messages.
 - a. Definitions.
 1. "Candela" means the basic unit of measurement of light in SI (metric) units.
 2. "Candela per square meter (cd/m²)" means the SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.
 3. "Nit" means a photometric unit of measurement referring to luminance. One nit is equal to one cd/m².
 4. "SI (International System of Units)" means the modern metric system of measurement, abbreviated SI for the French term "Le Systeme International d'Unites."
 - b. A sign in any district may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of seven hundred and fifty (750) cd/m² or Nits, regardless of the method of illumination, at least one-half hour before Apparent Sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), US Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise, as determined by the NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions.
 - c. The maximum luminance during daylight conditions, between Apparent Sunrise and one-half hour before Apparent Sunset, shall be ten thousand (10,000) cd/m² or Nits.
 - d. All permitted and conditional use signs may be backlit, internally lighted, or indirectly lighted, subject to lighting limitations in this code. All external sign lighting shall have lighting fixtures or luminaires that are fully shielded.
 - e. Temporary signs shall not be lighted.
- c. *Maximum height measurements.* Wall signs and other signs with sign structures not affixed to the ground are measured from the lowest attached component of the sign to the highest attached component of the sign. The height of signs with sign structures affixed to the ground is measured as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign, subject to limitations in this article. Normal grade is the lower of:
 1. Existing grade prior to construction; or
 2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating primarily for the purpose of mounting or elevating the sign.
- d. *Measurement of sign area.* Sign area is calculated under the following principles:
 1. With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or overlapping rectangles that enclose the sign face.

2. The permitted area of a double-faced a-frame sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area.
 3. For projecting signs, the sign area also includes the area of the visible sides of the sign, calculated as a rectangle enclosing each entire side view.
 4. Supports, uprights, or structures on which any sign is supported shall not be included in determining the sign area unless such supports, uprights, or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed.
 5. In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed based upon the number of tenants multiplied by forty (40) square feet per tenant. In no case shall any tenant sign exceed forty (40) square feet.
 6. All signs displayed, whether permanent or temporary, and regardless of the type of sign are counted toward the maximum sign area allowed per use.
- e. *Number of signs.* All signs displayed on a lot, whether permanent or temporary, and regardless of the type of sign are counted towards the maximum number of signs permitted per use.
- f. *Wall signs.*
1. Wall signs shall provide as part of zoning permit application:
 - i. Express permission from the operator and/or owner of the building;
 - ii. The name and address of the person applying the wall sign; and
 - iii. A clear drawing of the proposed wall sign including dimensions and location.
 2. Wall signs larger than one hundred (100) square feet are subject to the design review standard in subsection (g).
- g. Design review standards for wall signs in excess of one hundred (100) square feet. The Board of Zoning Appeals shall issue permits for signs subject to design review. The Board of Zoning Appeals shall issue a determination within forty (40) business days. In determining whether a sign is compatible with the theme and overall character to be achieved in each zoning district, the Board of Zoning Appeals shall base its compatibility determination on the following criteria:
1. The relationship of the scale and placement of the sign to the building or premises on which it is to be displayed.
 2. The relationship of the colors of the sign to the colors of adjacent buildings and nearby signs.
 3. The similarity or dissimilarity of the sign's size and shape to the size and shape of other signs in the area.
 4. The similarity or dissimilarity of the style of lettering or number of words on the sign to the style of lettering or number of words of nearby signs.
 5. The compatibility of the type of illumination, if any, with the type of illumination in the area.
 6. The compatibility of the materials used in the construction of the sign with the materials used in the construction of other signs in the area.

Section 20-14.11 Nonconforming Signs.

- a. Signs lawfully existing on the effective date of this code which do not conform to the provisions of this code, and signs which are accessory to a nonconforming use shall be deemed nonconforming signs and may remain except as qualified below.
 1. No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination or technology, be increased.

2. Nonconforming signs shall not be extended, structurally reconstructed, altered in any manner, or replaced with another nonconforming sign nor increased in technological advancement, except as permitted by this code.
 3. Nonconforming signs shall not be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this article.
 4. A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty (50) percent of its area may be restored within six (6) months after such destruction or damage, but shall not be enlarged. If such sign is so destroyed or damaged to an extent exceeding fifty (50) percent of its area, the sign shall not be reconstructed but may be replaced with a sign that is in full accordance with this code.
 5. Nonconforming sign structures shall be removed if the use to which they are accessory has not been in operation for a period of one (1) year or more, except as provided in Section 20-14.13(g). Such sign structure shall be removed or made conforming by the owner or lessee of the property. If the owner or lessee fails to remove or make conforming the sign structure within thirty (30) days of notice by the Zoning Officer, the Zoning Officer may cause the sign to be made conforming or removed and the cost of such removal or modification shall be charged to the owner, person having control, or person receiving benefit from such sign, with payment due within thirty (30) days of notice of charges.
 6. If a nonconforming sign is altered such that the sign is conforming or is replaced by a conforming sign, such sign shall thereafter be kept in accordance with the provisions of this code.
- b. The burden of establishing nonconforming status of signs and the physical characteristics and location of such signs shall be with the owner of the property. Upon notice from the Zoning Officer, a property owner shall submit verification that sign(s) were lawfully erected. Failure to provide such verification shall cause the sign to be deemed an illegal sign.
 - c. Nothing in this section shall be deemed to prevent keeping a nonconforming sign in good repair.

Section 20-14.13 Maintenance and Removal.

- a. All signs and components thereof shall be maintained in good repair and in a safe, neat, and clean condition.
- b. *Safety hazard.* The Zoning Officer may cause to have removed or repaired immediately without written notice any sign which, in his or her opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be charged to the owner, person having control, or person receiving benefit from such sign, with payment due within thirty (30) days of notice of charges.
- c. *Nuisance.* Any sign which constitutes a nuisance shall be abated by the owner within thirty (30) days of notice by the Zoning Officer. At any time, the Zoning Officer may cause the nuisance to be abated with the costs charged to the owner, person having control, or person receiving benefit from such sign, with payment due within thirty (30) days of notice of charges.
- d. *Illegal sign and disrepair.* Any sign which is illegal or in disrepair shall be made conforming or repaired within thirty (30) days of notice from the Zoning Officer. Signs of disrepair include chipped paint, missing or significantly faded letters or other aspects of the sign, cracked portions of the sign face, broken lighting, graffiti, and unlevelled portions of the sign structure or face. If an illegal sign or a sign in disrepair is not made conforming or repaired, the Zoning Officer may cause the sign to be removed or repaired and the cost of such removal or repair shall be charged to the owner, person having control, or person receiving benefit from such sign, with payment due within thirty (30) days of notice of charges.
- e. *Expired permit.* Any sign for which a sign permit has expired shall be removed within five (5) days of the permit expiration. If the sign is not removed, the Zoning Officer may cause the sign to be

removed and the cost of such removal shall be charged to the owner, person having control, or person receiving benefit from such sign, with payment due within thirty (30) days of notice of charges.

- f. Signs located within ten (10) feet of any public right-of-way and in violation of this code may be impounded at any time.
- g. The owner of any commercial sign, whether conforming or nonconforming, other than a permitted off-premises sign, located on commercial property where the use or business has ceased operating shall, within sixty (60) days of the cessation of the use or business operation, remove temporary signs and all aspects of any permanent sign that refer to the use or business. Property owner may request, in writing, a waiver of such requirement, if the businesses is temporarily or seasonally operational, is remodeling, or otherwise has the good will intention of opening that business back up within one (1) year of time of cessation.

Section 20-14.15 Temporary Signs.

- a. Temporary signs pose distinct concerns with visual clutter, safety in erection and display, and clean-up when the time for display has concluded. Temporary signs also pose distinct concerns with materials quality. The following provisions and individual zoning of temporary signs per district serve to address these concerns.
 - 1. Temporary signs require a permit, except as provided in this article, and may be permitted up to thirty (30) days each calendar year.
 - 2. A use may erect one temporary, off-premises sign on property in any district where permitted, except residential districts, with the consent of the persons in charge of such properties, no more than two (2) times in one calendar year. Each sign shall be no more than eight (8) feet in height and sixteen (16) square feet in area.
 - 3. No more than one (1) temporary, off-premises sign may be displayed per lot.
 - 4. Temporary signs shall be securely affixed to the ground or a building, or a pole designated only to a single temporary sign.
 - 5. Person-assisted signs shall not be located more than ten (10) feet from the entrance to a building or within ten (10) feet of a right-of-way.

Section 20-14.17 Signs for Single Family Residential and Multi-Family Residential Districts.

- a. *Purpose.* Signage in residential districts poses a heightened risk of visual blight and unsightly clutter, as residential neighborhoods typically contain markedly less signage than other districts in order to maintain the residential character of the neighborhood. At the same time, communicating from one's residence is a distinct and impactful form of speech that should be protected, and nonresidential uses should be afforded adequate signage incidental to the primary use, i.e. on-premises signs. Signs permitted in these districts are smaller, fewer in number, and limited in sign type in order to limit visual clutter and distraction.
- b. *Signs permitted as accessory to dwellings.*
 - 1. Permitted permanent sign use as accessory to dwellings: minor, projecting, window. No more than two (2) permanent signs are permitted by right per dwelling.
 - 2. Permitted temporary signs as accessory to dwellings: a-frame and chalkboard only during daylight hours, banners not more than three (3) feet by five (5) feet in area, feather, inflatable/tethered, minor, wicket, and window. No more than two (2) temporary signs are permitted by right per dwelling.
 - 3. No more than four (4) flags as accessory to dwellings larger than three (3) feet by five (5) feet. Flags smaller than three (3) feet by five (5) feet are not limited by this provision.
- c. *Sign permitted as accessory to non-dwellings.*
 - 1. Permitted permanent sign use as accessory to non-dwellings: awning/canopy, chalkboard, freestanding not to exceed four (4) feet by five (5) feet, minor, monument, projecting, wall not to exceed four (4) feet by five (5) feet, window. No more than two (2) permanent signs are permitted by right per use.

2. Permitted temporary signs: a-frame, banner, chalkboard, feather, inflatable/tethered, minor, wicket, and window. No more than two (2) temporary signs are permitted by right per use.
 3. No more than four (4) flags.
- d. *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area per use.

	Permitted as Accessory to Dwellings	Permitted as Accessory to Non-dwellings	Temporary Signs as Accessory to Dwellings and Non-dwellings	Flags
Max. Sign Area	4 sq. ft.	25 sq. ft.	16 sq. ft.	42 sq. ft. each
Max. Height	4 ft.	4 ft.	4 ft.	25 ft.

Section 20-14.19 Signs for Conservation District.

- a. *Purpose.* Signage in conservation and preservation areas should be kept to a minimum in order to preserve the open space and natural appearance of these areas. Some signage is afforded as necessary for communication needs specific to these areas.
- b. Permitted sign use as accessory to dwellings shall be the same as for Section 20-14.17.
- c. *Sign permitted as accessory to non-dwellings.*
 1. Permitted permanent sign use as accessory to non-dwellings: a-frame only during daylight hours, freestanding signs not to exceed six (6) feet by eight (8) feet, minor, monument. No more than three (3) permanent signs are permitted by right per use.
 2. Permitted temporary signs: a-frame, banner, chalkboard, changeable copy, feather, inflatable/tethered, minor, off-premises, pennant, person assisted, wall, wicket, and window. No more than two (2) temporary signs are permitted by right per use. Temporary signs are permitted in the Conservation District for up to seven (7) days, with the option to renew one time the temporary permit for a particular sign.
 3. No more than four (4) flags.
- d. *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area per use.

	Freestanding	All Other Permanent Signs	Temporary Signs	Flags
Max. Sign Area	50 sq. ft.	50 sq. ft.	50 sq. ft.	42 sq. ft. each
Max. Height	12 ft.	12 ft.	15 ft.	25 ft.

Section 20-14.21 Signs for Historic and Neighborhood Commercial District.

- a. *Purpose.* Signage in lighter commercial areas is allowed to a greater extent, but maintains proportion to the size and scope of uses typically present. Critically important in these areas is the need to maintain compatibility with surrounding residential areas as well as the small town character of smaller communities.
- b. Permitted sign use as accessory to dwellings shall be the same as for Section 20-14.17.
- c. *Sign permitted as accessory to non-dwellings.*
 1. Permitted permanent sign use as accessory to non-dwellings: a-frame and chalkboard only during daylight hours, awning/canopy, chalkboard, changeable copy, static EMD, static EMD with transition, partially animated EMD, freestanding, marquee, minor,

monument, neon, off-premises, projecting, roof, wicket, window. No more than two (2) permanent signs are permitted by right per use.

2. Permitted temporary signs: a-frame and chalkboard only during daylight hours, banners not more than four (4) by six (6) feet in area, changeable copy, feather, inflatable/tethered, minor, off-premises, pennant, person assisted, wall, wicket, window. No more than three (3) temporary signs are permitted by right per use.
3. No more than four (3) flags.

d. *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area per use.

	Freestanding Sign	All Other Permanent Signs	Temporary Signs	Flags
Max. Sign Area	50 sq. ft.	50 sq. ft.	25 sq. ft.	120 sq. ft. each
Max. Height	20 ft.	10 ft.	5 ft.	35 ft.

Section 20-14.23 Signs for Corridor Commercial and Industrial Districts.

e. *Purpose.* Signage in heavier commercial and industrial districts is allowed to a greater extent, in size, number, and sign type, in order to maintain proportion to the size and scope of uses typically present within these districts. However, even the most intensive use districts in smaller communities are still limited in signage to some degree in order to maintain the small town character of smaller communities and to limit visual distraction by signage.

f. Permitted sign use as accessory to dwellings shall be the same as for Section 20-14.17.

g. *Sign permitted as accessory to non-dwellings.*

1. Permitted permanent sign use as accessory to non-dwellings: a-frame, awning/canopy, chalkboard, changeable copy, static EMD, static EMD with transition, partially animated EMD, fully animated EMD, feather, freestanding, inflatable/tethered, marquee, minor, monument, neon, off-premises, pennant, projecting, roof, wall, wicket, window. No more than three (3) permanent signs are permitted by right per use.
2. Permitted temporary signs: a-frame, banner, chalkboard, changeable copy, feather, inflatable/tethered, minor, off-premises, pennant, person assisted, wall, wicket, and window. No more than four (4) temporary signs are permitted by right per use.
3. No more than four (4) flags.

h. *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area per use.

	Freestanding Sign	All Other Permanent Signs	Temporary Signs	Flags
Max. Sign Area	150 sq. ft.	100 sq. ft.	100 sq. ft.	425 sq. ft. each
Max. Height	120 ft.	10 ft.	10 ft.	65 ft.