

SECTION 31 SIGN REGULATIONS

Subdivision

- 31.01 Purpose
- 31.02 General Provisions
- 31.03 Exempt and Prohibited Signs
- 31.04 Non-Conforming Signs
- 31.05 General District Regulations
- 31.06 Special Use Regulations
- 31.07 Inspection and Removal
- 31.08 Permits and Variances

31.01 PURPOSE: The purpose of this Section is to achieve the following objectives:

- A. To establish standards which permit reasonable and equitable opportunity for business identification.
- B. To preserve and promote civic beauty and prohibit signs which would detract from this objective because of size, shape, height, location, condition, cluttering or illumination.
- C. To insure that signs do not create safety hazards.
- D. To preserve and protect property values.

31.02 GENERAL PROVISIONS:

- A. No sign shall be attached or be allowed to hang from any building until all necessary wall and roof attachments have been approved by the City Building Official.
- B. No signs, guys, stays or attachments shall be erected, placed or maintained on rocks, fences, or trees, nor interfere with any electric light, power, or communication wires or the supports thereof, with the exception of signs necessary for security, or to preserve public safety, as determined by the City Council.
- C. No signs, other than those of governmental jurisdictions, shall be permitted within public right-of-way or street easements.

- D. No sign shall be permitted to obstruct any window, door, fire escape, stairway or opening intended to provide light, air, ingress or egress of any building or structure.
- E. No sign or sign structure, unless otherwise noted in this Section, shall be closer to any lot line than a distance equal to one-half (1/2) the minimum required yard setback. No sign shall be placed within any drainage or utility easement.
- F. The installation of electrical signs shall be subject to the State's Electrical Code. Electrical service to such sign shall be underground.
- G. Illuminated signs shall be shielded to prevent lights from being directed onto residential property, or at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal. This includes indoor signs which are visible from public streets and highways.
- H. The use of banners, pennants, and similar devices shall require a permit to be issued by the Zoning Administrator. The permit shall be valid for no more than ten (10) consecutive days. No more than three (3) permits per property shall be granted during any twelve (12) month period. A multiple occupancy building or buildings on the same parcel of land shall be considered one property.
- I. Landscaping which accompanies signage, such as area identification signs, shall be approved by the Zoning Administrator with regards to installation, design and maintenance.
- J. Signs and sign structures shall be properly maintained and kept in a safe condition. Sign or sign structures which are rotted, unsafe, deteriorated or defaced, as determined by the City Building Official or Zoning Administrator, shall be removed, repainted, repaired, or replaced by the permit holder, owner or agent of the property upon which the sign stands.
- K. The owner, lessee or manager of any ground sign and the owner of the land on which the same is located shall keep grass or weeds and other growth cut and debris and rubbish cleaned up and removed from the lot on which a sign is located.

31.03 EXEMPT AND PROHIBITED SIGNS:

- A. Exempt Signs: The following signs are allowed without a permit:
 - 1. Public Signs: Signs of non-commercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his or her public duty, such as directional signs, regulatory signs, warning signs,

and informational signs and all warning signs posted by public utilities whether or not such signs are in the public rights-of-way.

2. Informational Signs: Informational signs not exceeding four (4) square feet.
3. Temporary Signs: Temporary signs announcing any public, charitable, educational or religious event or function, located entirely within the premises of that institution and setback no less than ten (10) feet from the property line with a maximum sign area of thirty-two (32) square feet. Such signs shall be allowed no more than twenty-one (21) days prior to the event or function and must be removed within three (3) days after the event or function. Such signs may be illuminated in accordance with the restrictions set forth in Section 31.02 of this Ordinance. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall have a maximum height of six (6) feet.
4. Integral Signs: Names of buildings, dates of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of the structure.
5. Real Estate Signs: Temporary real estate signs not exceeding eight (8) square feet in area in residential zoning districts, and sixteen (16) square feet in agricultural, business and industrial districts, may be located on the subject property and limited to one (1) such sign for each property frontage. Two (2) signs shall be permitted in situations where the lot frontage exceeds five hundred (500) feet in length. These signs shall have a maximum height of six (6) feet. Signs shall be removed within seven (7) days of the sale. Temporary real estate directional signs not exceeding three (3) square feet in area and four (4) in number showing a directional arrow and placed back of the property line shall be permitted on approach routes to an open house. The maximum height of such signs shall not exceed three (3) feet. These directional signs shall be erected and removed on the same day as the open house.
6. Campaign Signs:
 - a. State General Election Years: In a state general election year, the size and duration of campaign sign display shall comply with the provisions of Minnesota Statute 211.B.045, as amended. These signs shall be confined within private property and shall not be less than fifteen (15) feet from the nearest edge of the pavement and one hundred (100) feet from the nearest curb intersection of any street.

- b. **Other Election Years:** In years when no state general election is to take place, signs announcing candidates seeking public political office and other data pertinent thereto shall be permitted up to a total area of nine (9) square feet for each premise in a residential zone and thirty-two (32) square feet in an agricultural, commercial or industrial zone. These signs shall be confined within private property and shall not be less than fifteen (15) feet from the nearest edge of the pavement and one hundred (100) feet from the nearest curb intersection of any street. These signs may be displayed sixty (60) days prior and seven (7) days after the election for which intended. In cases where a final election follows within seventy-five (75) days of a primary election, those candidates who won in the primary election may continue to display their signs during the interim period and up to seven (7) days after the final election.
7. **Single Family Residential Name and Street Address Signs:** Two single family residential name/address signs not exceeding two (2) square feet each in area shall be permitted per single family dwelling. Such signs shall be allowed on mailboxes, but shall otherwise be setback at least six (6) feet from the nearest property line and a maximum height of six (6) feet when ground mounted.
8. **Farm Identification Signs:** One (1) sign identifying the farm name and/or the type of farming activities practices upon the subject property. Such sign shall not exceed thirty-two (32) square feet in area and shall be solely for the purpose of displaying the name and/or type of farming activity on the property. No advertising is allowed. These signs when ground mounted shall have a maximum height of six (6) feet.
9. **Historical Signs:** One (1) sign commemorating original family farmsteads or other places of local, state or national historical significance shall be permitted on the subject property and shall not exceed eight (8) square feet.
10. **Crop Demonstration Signs:** Signs identifying agricultural products utilized upon the subject property not exceeding four (4) square feet in size.
11. **Holiday Signs:** Signs or displays which contain or depict a message pertaining to a religious, national, state or local holiday and no other matter, and which are displayed for a period not to exceed sixty (60) days in any calendar year. Such signs may be illuminated but may not be flashing.
12. **Rummage (Garage) Sale Signs:** Rummage sale signs shall not be posted more than one (1) day prior to the date(s) of sale and shall be removed

within one (1) day after the end of the sale and the total of all such signs shall not exceed sixteen (16) square feet. Rummage sale signs shall not be located in any public rights-of-way. The City Building Official, Zoning Administrator or other designated City staff shall have the right to remove and destroy signs not conforming to this provision and assess costs related to such enforcement against the property owner conducting the sale.

13. Window Signs: Where allowed, window signs shall not exceed twenty-five (25) percent of the total area of the window in which they are displayed.
14. Construction Signs: A non-illuminated construction sign confined to the site of the construction, alteration or repair. Such sign must be removed within two (2) years of the date of issuance of the first building permit on the site or upon issuance of the certificate of occupancy, or when the particular project is completed, whichever first occurs. One sign shall be permitted for each street the project abuts. No sign may exceed thirty-two (32) square feet in area and six (6) feet in height, except signs abutting principal arterial streets which may not exceed sixty-four (64) square feet in area and fifteen (15) feet in height.
15. Contractor's Storage Yard Identification Signs: One (1) sign identifying the name of the operation and/or the type of activities practices upon the subject property. Such sign shall not exceed thirty-two (32) square feet in area and shall be solely for the purpose of displaying the name and/or type of activity on the property. No advertising is allowed. These signs, when ground mounted, shall have a maximum height of six (6) feet.

B. Prohibited Signs: The following signs are prohibited:

1. Motion Signs and Flashing Signs: Except time and temperature signs depicting a constant message as contrasted to a moving message.
2. No private sign shall be erected that resembles any official marker or sign erected of a governmental agency or shall display such words as "stop" or "danger" unless so specified by this Ordinance or other City regulations.
3. Projecting Signs.
4. Roof Signs.
5. Expired Business Signs: Those signs which advertise an activity, business, product or service no longer produced or conducted on the premises upon which the sign is located shall be removed immediately upon termination of use. Where the owner or lessor of the premises is

seeking a new tenant, such signs may remain in place for not more than thirty (30) days from the date of vacancy.

6. Advertising or Business Signs: Such signs on or attached to equipment such as semi-truck trailers where signing is a principal use of the equipment on either a temporary or permanent basis.

31.04 NON-CONFORMING SIGNS:

A. General Provisions Governing Non-Conforming Signs:

1. Any legal non-conforming on-premise sign lawfully existing upon the effective date of this Ordinance may be continued at the size and in the manner existing upon such date.
2. A non-conforming sign may not be:
 - a. Structurally altered except to bring it into compliance with the provisions of this Section.
 - b. Enlarged.
 - c. Re-established after its removal or discontinuance.
 - d. Repaired or otherwise restored, unless the damage is to less than fifty (50) percent of sign structure value.
 - e. Replaced. (Applies to structure only and not message.)
3. Non-Conforming Sign Maintenance and Repair: Nothing in this Section shall be construed as relieving the owner or user of a legal non-conforming sign or owner of the property on which the legal non-conforming sign is located from the provisions of this Section regarding safety, maintenance, and repair of signs, provided, however, that any repainting, cleaning, and other normal maintenance or repair of the sign or sign structure shall not modify the sign structure or copy in any way which makes it more non-conforming or the sign shall lose its legal non-conforming status. Illegal, non-conforming signs shall be removed by the property owner within ten (10) days of notice from the City.

- ##### **B. Non-Conforming Uses:** When the principal use of land is legally non-conforming under the Zoning Ordinance of St. Augusta, all existing or proposed signs in conjunction with that land, unless otherwise provided by this Ordinance or other City regulations, shall be considered conforming if they are in compliance with

the sign provisions for the most restrictive zoning district in which the principal use is allowed.

31.05 GENERAL DISTRICT REGULATIONS:

- A. Agricultural Zoning District as defined by Section 50 of this Ordinance:
 - 1. Permitted Signs: All signs, as outlined in Subd. 31.03.A of this Ordinance.
 - 2. No other signs shall be permitted in these districts unless deemed essential by a governmental agency.

- B. Residential Zoning Districts as defined by Section 50 of this Ordinance:
 - 1. All signs permitted in the Agricultural Zoning Districts.
 - 2. Residential Area Identification Sign: Two (2) signs for each entrance to an identifiable area or subdivision from major collector or arterial streets and consistent with the following provisions:
 - a. Each sign face shall not exceed thirty-two (32) square feet in area with a maximum height of eight (8) feet for freestanding signs.
 - b. Signs shall be located on outlots of sufficient size and area to accommodate said structure. A homeowners or neighborhood association or other form of deed restriction and ownership deemed acceptable by the City Council and involving all the properties within the designated area shall be required which shall own and be responsible for the upkeep, perpetual maintenance, taxes, insurance, utilities, and other costs associated with the sign(s) and the outlot upon which it is located. The association rules or by-laws or similar legal document shall specify how the aforementioned sign responsibilities will be delegated and paid for. Such legal document shall be subject to the review and approval of the City Attorney.
 - c. Outlots for signs shall be considered and planned for at the time of preliminary plat application and be included in the final plat. The subdivision development contract between the City and the developer shall specify the designated use of the outlot, its ownership and the respective responsibilities regarding the outlot.
 - d. Signs shall be located no less than ten (10) feet from a property line.

- e. Lighting of signs shall be permitted, provided that glare or light from such lighting does not illuminate any adjacent properties, buildings, structures, or public rights-of-way. The electric costs and maintenance of such lighting shall be the responsibility of the homeowners or neighborhood association or other legal entity of the area identified by the sign(s) and said responsibility shall be clearly defined in the applicable legal contract.
 - f. The outlot area around the sign shall be landscaped in such a manner to accent and enhance the sign while remaining sensitive to the natural features of the site. Detailed site and landscape plans shall be included with each sign permit application and shall be subject to City Council review and comment.
 - g. The design and construction of residential area identification signs shall be done with the highest quality materials and workmanship to keep maintenance and upkeep costs to a minimum and to minimize the potential for vandalism. Residential area identification signs are to be aesthetically pleasing when designed and constructed. The sign shall be compatible with nearby or potential homes and other structures in the area. Detailed construction plans and a materials list shall be included with each sign permit application and shall be subject to City Council review and approval.
 - h. The City reserves the right to require the removal, at the owner's expense of any sign when the requirements of this Section are not completely followed and adhered to or if the sign is not properly maintained or falls into a state of disrepair. The City shall not have any obligation or liability to replace any sign when removed by the City.
3. Real Estate Development Project Signs: Signs involving temporary identification of a new subdivision or development located upon the project site.
- a. Each subdivision or development shall be allowed the following signs by permit:
 - (1) One (1) sign not to exceed sixty-four (64) square feet in surface area and a maximum height of fifteen (15) feet, except signs abutting principal arterial streets which may not exceed one hundred (100) square feet in surface area and fifteen (15) feet in height.
 - (2) Directional signs as authorized by Section 31.05.B.4 of this Ordinance.

- b. The permit shall be renewable annually and conditioned upon documentation allowing such sign or structure by the property owner upon which it is to be located, and a vacancy rate of the subdivision greater than ten (10) percent.
- 4. Directional Signs: Off-site directional signs for institutions, or subdivisions may be allowed one (1) double sided sign per major arterial street approach to the property with an area not exceeding sixteen (16) square feet on each side of the sign and shall have a maximum height of six (6) feet, subject to the approval of a conditional use permit as regulated by Section 4 of this Ordinance or at the time of subdivision approval.
 - 5. Construction Sign: One (1) temporary, unilluminated sign identifying an engineer, architect, contractor, or product engaged in or used in the construction of a building, provided such sign shall not exceed sixteen (16) square feet in surface area and shall have a maximum height of six (6) feet.
 - 6. Identification Sign: One (1) double sided identification sign shall be allowed for conditional uses unless otherwise restricted. Such signs shall not exceed thirty-two (32) square feet in area, and such signs shall be solely for the purpose of displaying the name of the use and its activities and services. It may be illuminated, but not flashing. These signs shall have a maximum height of six (6) feet.
 - 7. Home Occupations: No more than one sign may be displayed per property. The sign may not exceed two (2) square feet in area nor a height of five (5) feet above the street grade. Such a sign shall not be illuminated and may be displayed only upon the property licensed for the home occupation. Lettering upon the signs shall be limited to the name and/or function of the home occupation.
- C. Commercial/Business and Industrial Zoning Districts as defined by Section 50 of this Ordinance:
- 1. Signs as permitted in Agricultural Zoning Districts.
 - 2. Real Estate Signs: Temporary signs pertaining to the lease or sale of a property or building with the following restrictions:
 - a. No more than one (1) double sided sign allowed per lot or per building for sale.
 - b. The sign area shall not exceed thirty-two (32) square feet of space on each side.

- c. The sign shall not be illuminated.
 - d. The sign shall not exceed fifteen (15) feet in height.
3. Real Estate Development Project Signs: Signs involving temporary identification of a new subdivision of development located upon the project site.
- a. Each subdivision or development shall be allowed the following signs by permit:
 - (1) One (1) sign not to exceed sixty-four (64) square feet in surface area and a maximum height of fifteen (15) feet, except signs abutting principal arterial streets which may not exceed one hundred (100) square feet in surface area and twenty (20) feet in height.
 - (2) Directional signs as authorized by Section 31.05.B.4 of this Ordinance.
 - b. The permit shall be renewable annually and conditioned upon documentation allowing such sign or structure by the property owner upon which it is to be located, and a vacancy rate of the subdivision greater than ten (10) percent.
4. Business Identification Signs: Total sign area shall not exceed two and one-half (2.5) square feet for each lineal foot of lot frontage. Signs chosen to comprise the total gross sign area shall be consistent with the following provisions:
- a. Freestanding: Not more than one (1) double sided freestanding sign. Sign height shall not exceed thirty-five (35) feet.
 - b. Wall, Canopy or Marquee: Not more than one (1) wall, canopy or marquee sign per building. However, on corner lots, two (2) such signs shall be allowed, one (1) per street frontage.
 - c. Advertising messages shall not comprise more than twenty-five (25) percent of any freestanding or wall sign.
5. Business Area Identification Signs: One (1) sign for each primary entrance to the qualifying area from major collector or arterial streets and consistent with the following provisions:

- a. Total sign area, including the sign structure, shall not exceed two hundred (200) square feet with a maximum height of twelve (12) feet for freestanding signs.
- b. Each property owner and/or tenant of the area identified shall be permitted space upon the identification sign for the name of the business only.
- c. Signs shall be located on outlots of sufficient size and area to accommodate them. A landowners or tenants association or other legal mechanism binding the properties or businesses involved shall own and be responsible for the upkeep, perpetual maintenance, taxes, insurance, utilities, and other costs associated with the sign(s) and the outlot property. The association rules or by-laws or other legally recorded document shall specify how the aforementioned sign responsibilities will be delegated and paid for. Such legal document shall be subject to the review and approval of the City Attorney.
- d. Outlots for signs shall be considered and planned for at the time of preliminary plat application and be included in the final plat. The subdivision development contract between the City and the developer shall specify the designated use of the outlot, its ownership and the respective land owners association responsibilities regarding the outlot.
- e. Signs shall be located not less than five (5) feet from a property line.
- f. Lighting of signs shall be permitted, provided that glare or light from such lighting does not illuminate any adjacent properties, buildings, structures or public rights-of-way. The electric costs and maintenance of such lighting shall be the responsibility of the land owners or tenants association of the area identified by the sign(s) and shall be clearly noted in the association by-laws or rules or other such legal document.
- g. The outlot area around the sign shall be landscaped in such a manner to accent and enhance the sign while remaining sensitive to the natural features of the site. Detailed site and landscape plans shall be included with each sign permit application and be subject to City Council review and approval.
- h. The design and construction of business area identification signs shall be done with the highest quality materials and workmanship to keep maintenance and upkeep costs to a minimum and to minimize

the potential for vandalism. Business area identification signs are to be aesthetically pleasing when designed and constructed. The sign shall be compatible with nearby or potential homes and other structures in the area. Detailed construction plans and a materials list shall be included with each sign permit application and shall be subject to City Council review and approval.

- i. The City reserves the right to require the removal, at the owner's expense, any sign when the requirements of this Section are not completely followed and adhered to or if the sign is not properly maintained or falls into a state of disrepair. The City shall not have any obligation or liability to replace any sign when removed by the City.

6. **Billboards:** Billboards and advertising signs subject to the following provisions:

- a. Billboards shall be limited to no more than one (1) sign per facing or a total of no more than two (2) signs per structure.
- b. Billboards shall be limited to not more than twenty-five (25) feet in total length and a height of thirty (30) feet above the average grade, or such other height as may be approved by the City Council.
- c. Billboards shall be limited to an overall surface area on one (1) side of seven hundred seventy (770) square feet.
- d. No advertising signs shall be located within a distance of one thousand (1,000) feet from any other billboard located along the same side of the street nor within five hundred (500) feet of any billboard located on the opposite side of that street or any other street.
- e. No billboard shall be located within one thousand (1,000) feet of a residential zoning district or within three hundred (300) feet of an at-grade intersection of any street and railroad. No billboard shall be located within five hundred (500) feet from any parks, public lands, or public structures where said land or structures are located in commercial/business or industrial zoning districts.
- f. No billboard shall be permitted within ten (10) feet of a street or highway right-of-way.
- g. Billboards shall be permanently secured to the ground in a manner sufficient to meet the standards set forth in the State Building Code. Any billboard not secured shall be deemed a temporary billboard

for purposes of this Ordinance. No temporary billboard shall be placed at a location for a period of more than five (5) days. All temporary billboards shall require a permit as provided in Section 31.08 of this section and all temporary billboards in existence at the time this Ordinance becomes effective shall be allowed to remain for a period of five (5) days after which they shall be removed.

7. Message Signs: Temporary message signs, not exceeding thirty-two (32) square feet on each side may be allowed by temporary permit under the following provisions:
 - a. Message signs may be illuminated, but flashing signs are prohibited.
 - b. Electronic changing message/reader boards are prohibited.
 - c. A temporary permit shall be valid for a period of ten (10) days and no more than three (3) permits per property shall be granted during any twelve (12) month period.
 - d. In the case of a business center where two (2) or more uses are located within the same structure or upon the same parcel of land, that center shall be considered one property.

- D. In a Planned Unit Development District, signing restrictions shall be based upon the individual uses and structures contained in the complex. Signs shall be in compliance with the restrictions applied in the most restrictive zoning district in which the use is allowed.

31.06 SPECIAL USE REGULATIONS:

- A. Motor Fuel Station: Signs for motor fuel stations shall be regulated by the sign provisions for the zoning district in which the station is located. In addition, motor fuel stations may also display signs which identify current fuel prices and automobile wash facilities. No more than two (2) such signs shall be allowed and said signs shall be limited to a total maximum gross area of thirty-two (32) square feet and shall be limited to a maximum height of fifteen (15) feet.
- B. Multiple Occupancy Business and Industrial Buildings: When a single principal building is devoted to four (4) or more businesses, or industrial uses, a comprehensive sign plan for the entire structure shall be submitted and shall be of sufficient scope and detail to permit a determination as to whether or not the plan is consistent with the following regulations. The plan shall be subject to the approval of the City Council. No permit shall be issued for an individual use

except upon a determination that it is consistent with the approved comprehensive sign plan.

1. The maximum individual sign sizes for multiple occupancy structures and individual uses which may display signs shall not exceed the maximum provisions for single occupancy structures in the same zoning district.
2. Multiple occupancy structures may display an area identification sign consistent with the applicable district provisions in Subd. 31.05.C of this Ordinance. Individual freestanding signs identifying the tenants' business shall not be displayed.
3. Except as provided in Subd. 31.06.B.4 below, individual tenants of multiple occupancy structures shall not display separate wall signs unless the tenants' business has an exclusive exterior entrance. The number of signs shall be limited to one (1) per entrance, and each sign shall be limited to the maximum wall size sign permitted in the district, the total of which shall not exceed the square footage allowed. The signs shall be located only on exterior walls which are directly related to the use being identified.
4. In any multiple occupancy structure qualifying as a mall type shopping center, directory signs shall be permitted for each common public entrance. Each directory sign area shall not exceed a total of fifty (50) square feet and shall be located within fifty (50) feet of the common public entrance being served. The size of individual business identification signing within the directory shall be established during the site plan review process. Attention shall be given to the possible number of tenant or occupant bays which may be served by the common public entrance for which the directory sign is intended.

C. Institutional, Non-Commercial Public and Semi-Public Uses:

1. The maximum signing allowed for such uses shall be determined on the basis of the following criteria (whichever provision allows for the largest amount of signing shall be the provision which applies):

a. Based upon site area:

Up to 5 acres	32 square feet
5.1 acres to 10 acres	64 square feet
10.1 acres to 15 acres	96 square feet
15.1 acres to 25 acres	128 square feet
25.1 acres and above	160 square feet

- b. The maximum size of signing allowed per single use in the respective zoning district in which the site is located.
2. For sites not exceeding twenty-five (25) acres, one (1) sign shall be permitted for each principal use. The total signing not to exceed the maximum allowed per site.
3. For sites of greater than twenty-five (25) acres containing one or more principal uses, two (2) signs not exceeding the maximum amount of signing allowed per site shall be permitted.
4. Non-electronic reader (message) board space shall not exceed a total of twenty (20) square feet of the signing permitted or constructed.

31.07 INSPECTION AND REMOVAL:

- A. Inspection: All signs shall be subject to inspection by the Zoning Administrator and/or City Building Official.
- B. Removal of Signs:
 1. The Zoning Administrator and/or City Building Official shall order the removal of any illegal non-conforming sign erected or maintained in violation of this Ordinance. Notice in writing shall be given by the City to the owner of such sign, or of the building, structure or property on which such sign is located, to remove the sign or to bring it into compliance with the provisions of this Section within fifteen (15) days from the date of said notice.
 2. Upon failure to remove the sign or to comply with this notice, the City may remove the sign. Any costs of removal incurred by the City shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and all costs shall be assessed against the property.
 3. The Zoning Administrator and/or City Building Official may order the immediate removal of any sign without notice, which is in violation of the following:
 - a. Signs located within the public right-of-way.
 - b. Temporary signs that have exceeded the time limits allowed in this Ordinance.

- c. The condition of the sign is such as to present an immediate threat to the safety of the public.

31.08 PERMITS AND VARIANCES:

- A. Except as provided in Section 31.03.A, no sign or structure shall be erected, constructed, altered, rebuilt or relocated until a permit has first been issued by the City Building Official.
- B. Sign Application: The following information for a sign permit shall be supplied by an applicant upon submission of a sign permit application:
 - 1. Name, address and telephone number of person making application.
 - 2. Name, address and telephone number of person owning sign.
 - 3. The name, address and telephone number of the person owning the property upon which the sign is to be located.
 - 4. A site plan to scale showing the location of lot lines, building structures, parking areas, existing and proposed signs and any other physical features.
 - 5. Plans, location and specifications and method of construction and attachment to the buildings or placement method in the ground.
 - 6. Landscape plans for area around signs.
 - 7. Written consent of the owner or lessee of any site on which the sign is to be erected.
 - 8. Any electrical permit required and issued for the sign.
 - 9. Future maintenance plans.
 - 10. Sign value.
 - 11. Such other information as the City Building Official or Zoning Administrator shall require to show full compliance with this Ordinance and all other applicable City regulations.
- C. Application Processing and Action:
 - 1. Within five (5) working days of receiving an application for a sign permit, the City Building Official shall review it for completeness. If the application

is complete, it shall then be processed. If the City Building Official finds that it is incomplete, the City Building Official shall, within such five (5) working day period, send to the applicant a notice of the specific ways in which the application is deficient, with appropriate references to the applicable sections of this Ordinance and/or other City regulations.

2. Upon receipt of a complete application, the Building Official shall review and comment upon application and shall either:
 - a. Issue the sign permit, if the sign(s) that is the subject of the application conforms in every respect with the requirements of this Ordinance and other City regulations.
 - b. Reject the sign permit if the sign(s) that is the subject of the application fails in any way to conform with the requirements of this Ordinance and other City regulations.
 3. In case of a rejection, the City Building Official shall specify in the rejection the Section or Sections of this Ordinance and/or other City regulations with which the sign(s) is inconsistent.
 4. If the work authorized under a permit has not been initiated within sixty (60) days after the date of issuance, the permit shall be null and void.
- D. Variances and Appeals: Variances and appeals involving sign issues shall be subject to the provisions of Sections 7 and 8 of this Ordinance.
- E. Fees: Fees for the review and processing of sign permit applications and variance requests shall be imposed in accordance with the fee schedule established by City Council resolution.

