

VII. Signage Review and Approval

Sign requirements are outlined in the City's Sign Code, which is a subsection of the Zoning Ordinance. The requirements contained in the code are intended to promote safety, communication, and environmental quality and preservation. All signs must be reviewed, approved and permitted by the Community Development Department.

ACTION ITEMS

- Submit site plan and application to Community Development
- Pay fee

All site plans submitted for approval for any new development or any redevelopment project must identify the location of all signs and all associated engineering details. No signage may be placed within an easement or right-of-way. Applications are available through the Community Development Department and must be accompanied by scale drawings and other detailed descriptions, as outlined in the Code.

In those instances where signs are changed or replaced after a development has been in place for some time, the owner/operator is required to submit a site plan (including engineering details) and a sign permit application to the Community Development Department.

Review of sign permit applications include:

- evaluation of zoning for size, quantity and placement requirements
- review of the engineering details
- approval or denial of the application

If the application is approved, the owner/operator pays a fee based on the size of the sign and the staff issues a permit for installation.

Requests for variances to sign regulations are heard by the Zoning Board of Adjustments.