

SIGN PERMIT ADDENDUM

SIGN PERMIT INFORMATION – Complete this section only if you are requesting a sign permit. Attach additional sheets or documentation if necessary. Sign design standards are relative to specific zoning districts. The design standards for specific zoning districts are available upon request.

Description of Sign(s) Requested – Please describe your proposed sign(s):

Type of Sign: _____

Dimensions of Sign: _____

Height of Sign: _____

Name of the person/company that will be erecting the sign: _____

Work to begin on or after _____ and to be completed on or before _____.

Please attach a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.

Please attach a site plan showing the location of the proposed sign.

Please submit a check per sign request payable to the “City of Cologne”. Check with the City Clerk for the applicable fee.

Except for maintenance, any substantial alteration, replacement of the business message, or relocation of a sign constitutes a new sign, requiring an additional fee.

All sign installations for which a building permit is required are subject to inspection by the building inspector to ensure that such signs are safely secured, supported, and braced.

Please report to the City when work is complete.

I understand the standards for sign permits and hereby submit my application for a sign permit.

Applicant’s Signature _____ Date _____

SIGN REGULATIONS

6.18 Sign Regulations

A. General Provisions

Signs that are permitted by this Ordinance shall meet the following requirements:

1. A sign is a structure or a part of a structure for the purpose of applying yard and height requirements.
2. Signs other than authorized public signs are prohibited within the public right-of-way or easements, except that the City Council may allow non-commercial messages and decorations on or within the right-of-way for a specified time.
3. Flashing signs, motion signs or similar devices shall be prohibited in all districts.
4. Illuminated signs are permitted in all districts except Residential. All illuminated signs shall have a shielded light source.
5. Business signs shall not be painted, attached, or in any manner affixed to trees, rocks or similar natural surfaces.
6. No signs of any type will be painted directly on to the roof or the sides of a building.
7. Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signals, or which impede the vision of traffic by vehicle operators or pedestrians are prohibited.
8. Signs shall not project above the roofline of any structure.
9. No sign shall obstruct any window, fire escape or opening intended to provide entry or exit to any structure or building or public way.
10. Campaign signs posted by bona fide candidates for political office or by a person or group promoting a political issue for a candidate may be placed in any district subject to the requirements of the district. Campaign signs may be posted for a period not to exceed sixty (60) days and shall be removed within seven (7) days following the date of the election.
11. Temporary banners and pennants employed for grand opening of business establishments, special events and holidays shall be removed within fourteen (14) days after such an opening, event or holiday. Banners or pennants which are an integral part of the design or architecture of a building are permitted.
12. One (1) temporary identification sign, setting forth the name of the project, architect, engineers, contractors, planners and financing agencies, may be installed at a construction site in any district for the period of construction. The sign area of a temporary identification sign shall not exceed thirty-five (35) square feet.
13. In any district, one (1) temporary real estate sign may be erected for the purpose of advertising the lease or sale of property upon which it is placed. Only one (1) such sign shall be permitted per street frontage.

- a. Such sign shall be removed within seven (7) days following lease or sale.
- b. The maximum size of such signs for each district is as follows:

| | |
|--|-------|
| Residential Districts | 10 sf |
| Agriculture and Public/Institutional Districts | 25 sf |
| Commercial/Industrial Districts | 32 sf |

- 14. Temporary real estate advertising signs may be erected for the purpose of selling or promoting a residential project of five (5) or more dwelling units or any new residential projected provided:
 - a. Such sign shall not exceed fifty (50) square feet in area and have a maximum height of ten (10) feet.
 - b. Maximum number of said temporary real estate advertising signs shall not exceed two (2) in number.
 - c. Maximum distance between said advertising signs is five hundred (500) feet.
 - d. Such signs shall be removed when the project is seventy-five percent (75%) complete, sold, or leased.
 - e. Such signs shall be located no closer than one hundred fifty (150) feet to a pre-existing residential dwelling unit.
 - f. Information regarding the size and location of said temporary real estate advertising signs must be transmitted to the zoning officer prior to the issuance of the building permit.

- 15. Portable/temporary advertising signs are prohibited in all districts except as specifically authorized below.
 - a. Portable/temporary advertising signs are coincidental to or used in conjunction with a civic, school, or church function.
 - b. Portable/temporary advertising signs are allowed three (3) times per year per business for grand openings, anniversaries, holidays, or other special events.
 - c. The period of use for any portable/temporary advertising sign shall not exceed ten (10) consecutive days.
 - d. Prior approval by the Planning Commission or its designee shall be required for the use of any such portable/temporary advertising sign.
 - e. Portable/temporary signs shall not exceed sixty-four (64) square feet in area and shall not be located in public rights-of-way or any location obstructing vehicular visibility.

- 16. One (1) address sign shall be required per building in all districts.

17. Canopies and marquees shall be considered an integral part of the structure to which they are attached. One (1) sign may be permitted on each side and front of a canopy or marquee.
18. Signs located on the interior of a building and not visible from the exterior are exempt from the provisions of this Ordinance.
19. A Comprehensive Sign Plan is required at the time of Planning Commission review of any proposed commercial or industrial development. Said plan shall indicate the location, size, height, color, lighting and orientation of all proposed signs and shall be submitted for approval pursuant to the regulations of the City of Cologne.

B. District Regulations

In addition to those signs permitted in all districts, signs as herein designated shall be permitted in each specified district and shall conform as to size, location and character according to the requirements herein set forth.

1. The following signs are permitted in the Agriculture, Residential and Public/Institutional Districts.
 - a. Name Plate Signs: One (1) sign not to exceed two (2) square feet in area for each single family detached dwelling or six (6) square feet in area for each multiple family building. Said nameplate shall indicate only name and address.
 - b. Institutional, Recreational and Quasi-Public Signs: One (1) sign or bulletin board per street frontage for each permitted use in said district, provided said sign shall not exceed twenty-four (24) square feet in area and shall not be placed closer than ten (10) feet to any street right-of-way and shall not exceed ten (10) feet in height.
 - c. Area Identification Sign: One (1) sign not to exceed twenty-four (24) square feet in area for each planned residential district entrance, provided said sign is not placed within ten (10) feet of any street right-of-way and not in exceed of ten (10) feet in height.
2. The following signs are permitted in the C-1 Convenience Commercial, C-3 General Commercial, and I-1 Industrial Park Districts:
 - a. Businesses may have a maximum of one (1) freestanding and one (1) wall sign, or no freestanding sign and two (2) wall signs.
 - b. Wall Signs: Wall signs are permitted on each wall with street frontage, provided such signs do not exceed ten (10) percent of said wall area or up to sixty-four (64) square feet in area, whichever is smaller. Wall signs may include individual signs for multiple businesses located within the same structure, provided such signs are similar in size, complementary in nature, and collectively do not exceed the maximum sign area permitted on a wall. The plane of the wall sign must be affixed to and parallel with the wall.

The average height of individual lettering on wall signs shall not exceed fifteen (15) percent of the height of the wall area the sign is affixed to or a maximum of

twenty-four (24) inches in height, whichever is less. The Planning Commission may vary the maximum lettering height if it is determined such lettering is not out scale with the total wall area or building facade or in instances where such wall signs face major roadways rather than local streets. Exceptions to lettering height may also be considered for first and last letters of a sign, for logos, or for emblems.

- c. Freestanding Signs: One (1) freestanding sign is permitted per structure provided, said sign does not exceed eighty (80) square feet in area and twenty (20) feet in height and is placed no closer than ten (10) feet from any street right-of-way. Any structure with multiple tenants and proposed multiple tenant advertising may expand the allowable sign area to one hundred (100) square feet.
 - d. Area Identification Signs: One (1) area identification sign is permitted per commercial or industrial development approved by the City as a single development and containing four (4) or more lots or detached business structures. Area identification signs shall not exceed sixty-four (64) square feet in area and twenty (20) feet in height, or be placed within ten (10) feet of any street right-of-way.
3. The following signs are permitted for commercial structures in the C-2 Central Business District:
- a. Wall Signs: Wall signs are permitted on each wall with street frontage, provided such signs do not exceed ten (10) percent of said wall area or up to sixty-four (64) square feet in area, whichever is smaller. Wall signs may include individual signs for multiple businesses located within the same structure, provided such signs are similar in size, complementary in nature, and collectively do not exceed the maximum sign area permitted on a wall. The plane of the wall sign must be affixed to and parallel with the wall.

The average height of individual lettering on wall signs shall not exceed fifteen (15) percent of the height of the wall area the sign is affixed to or a maximum of twenty-four (24) inches in height, whichever is less. The Planning Commission may vary the maximum lettering height if it is determined such lettering is not out scale with the total wall area or building facade or in instances where such wall signs face major roadways rather than local streets. Exceptions to lettering height may also be considered for first and last letters of a sign, for logos, or for emblems.
 - b. Projecting Signs: One (1) projecting sign is permitted on each wall with street frontage, provided such sign does not extend more than three (3) feet from the plane of the wall, the bottom of such sign is located at least eight (8) feet above the ground elevation where the sign is placed, and such sign does not exceed eighteen (18) square feet in area.

C. Site Plan Approval

All signs, except temporary signs and address signs, require Planning Commission site plan review according to Section 4.14 of this Ordinance. Upon approval by the Planning Commission and the payment of all City fees, the City Clerk may issue a sign permit