**SIGN PERMIT APPROVAL GUIDE AND APPLICATION**

***APPLICATION CHECKLIST:***

1. Completed **application form**.

2. **Only the owners of the property in question may request the permit**. If someone, other than the owner will be handling the application approval from the owner of said property giving them authority to do so is required.

3. **Application fee: $100.00**. The application shall not be accepted unless the fee is paid in full at the time of application.

3. **Scaled plans** shall be included with every application and must include the following information:

* Scale drawing of the sign(s).
* Scale drawing of the exact location of the sign on the lot/building.
* Lighting and construction design.

***PROCEDURE:***

1. The Administrative Official will be charged with review of all sign permit applications based upon the provisions of the code and the other applicable regulations.

2. The Administrative Official shall have 20 business days from receipt of the application to approve or deny the sign permit application. If the Administrative Official fails to render a decision within 20 business days on an application that appears to meet the requirements, the applicant shall be issued a permit for the sign immediately. If denied approval, the applicant shall receive a written explanation of denial.

3. If denied, the applicant may appeal said denial to the Board of Adjustment.

4. Permits for any sign not erected within 6 months of date of issuance shall become void.

5. The person or contractor responsible for completion of the sign erection shall notify the Administrative Official upon completion of work. A final inspection shall be required, including electrical inspection, if needed, to confirm compliance with the terms of the sign permit.

6. Any person, firm, or corporation who fails to obtain a sign permit shall be fined not more than $100.00 for each offense. Each day that such violation continues shall constitute a separate offense.

**SIGN PERMIT APPLICATION**

Property Owner

Name/Signature:

Contractor

Name/Signature:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s License (Electrified Signs Only):

Property Address:

Size/Number of Signs:

Physical Description of Sign:

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name Address City State Phone No.

Property Owner Signature Spouse Signature

Property Owner Mailing Address City State Zip

Phone: \_

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**ARTICLE XI. SIGNS**

The purpose of this article is to:

A. Promote the creation of an attractive visual environment that promotes a healthy economy.

B. Protect and enhance the physical appearance of the community in a lawful manner.

C. Foster public safety and welfare of drivers and pedestrians along public and private streets within the community by assuring that all signs are constructed and displayed in a safe manner by avoiding unsafe and harmful visual clutter.

D. Have administrative review procedures that allow consistent enforcement, minimize discretion in review, and minimize the time required to review applications.

This article is in addition to regulations established under U.S. Code by the Federal Highway Administration and the Arkansas State Highway and Transportation Department under Regulations for Control of Outdoor Advertising on Arkansas Highways.

***Section 11.01.0. Rules of Interpretation***

The following rules apply to all signage:

A. When determining setback, the leading edge of the sign nearest the curb or edge of street shall be the point from which the setback is determined. All setbacks shall be measured from the property line or the projected edge of the Master Street Plan right-of-way, whichever is greater.

B. When determining maximum signage area of a sign, the total area of one side of the sign shall be used, except for signs having more than two sign faces. The total area of all sign faces shall be used for such signs.

C. When determining maximum signage area where signage is made from individual letters or figures (sometimes referred to as channel letters), the area shall be calculated by measuring a continuous boundary around the entirety of the signage elements.

D. Window signs shall count toward the maximum sign surface area allowed for wall signs.

***Section 11.02.0. Permit Requirement***

No sign shall be erected, transferred, rebuilt, or structurally altered within the city unless a permit has been issued by the Administrative Official. Addition or modification to the illumination of any existing sign which changes the type or intensity of the lighting shall require a new sign permit. Refacing a sign or a change in message of a permitted sign shall not require a permit unless it involves modification to the electrical or structural components of the signs. A separate permit shall be required for each sign. Electrified signs shall also require an electrical permit. City of Trumann Page 53 Zoning Code

A.Applications: Application for a sign permit shall be made on forms provided by the Administrative Official. Requirements shall include but are not limited to location by street address, names and addresses of owner(s) and sign contractors (s), scale drawing of the sign, scale drawing showing exact location of the sign, and lighting and construction design.

B.Application Approval and Permit Issuance: The Administrative Official will be charged with review of all sign permit applications based upon the provisions of this code and other applicable regulations. The Administrative Official shall have 20 business days from receipt of the completed application to approve or deny the sign permit application. If the Administrative Official fails to render a decision on a completed sign permit application that appears to meet the provisions of this code and other applicable regulations within 20 business days, the applicant shall be issued a permit for the sign immediately. A written explanation of denial shall be provided for denied permit applications upon request of the applicant. All decisions rendered by the Administrative Official concerning sign permit applications can be appealed to the Board of Adjustment by the applicant.

C.Sign Erection Deadline: Permit for any sign not erected within six (6) months of date of issuance shall be void.

D.Inspection: The person or contractor responsible for completion of the sign erection shall notify the Administrative Official upon completion of work. A final inspection shall be required, including electrical inspection, if needed, to confirm compliance with the terms of the sign permit.

E.Fees: Fees shall be submitted upon approval of the application, in the amount set by the schedule of fees set by the City Council. If a penalty has been assessed for non-compliance, both the penalty and the normal permit fee must be paid before a permit shall be issued.

***Section 11.03.0. Permit Exemptions***

The following signs are exempted from the sign permit requirements, but must comply with all other requirements of this title:

A.Temporary Signs

B.Governmental and official public signs, including wayfinding signs.

C.Window displays and signs affixed to windows.

***Section 11.04.0. Prohibited Signs***

The following signs are prohibited within city limits:

A.Signs imitating warning signals or which constitute a traffic hazard.

B.Billboards.

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C.Abandoned signs.

D.Signs within a public right-of-way, excluding wayfinding signs.

E.Signs painted on or attached to trees, rocks, or other natural formations, *fence* posts, street signs, or utility poles.

F.Off-premise signs. (See Section 11.06.6)

G.Signs affixed or painted on a vehicle or trailer that is parked adjacent to a public right-of-way for more than 5 days.

H.Rotating signs.

I.Signs containing flashing or intermittent illumination unless part of a permitted Electronic Message Sign.

J.Roof signs.

***Section 11.05.0. Exemptions***

The following are exempted from the provisions of Article 11:

A.Signs not visible or which are clearly not intended to be visible from the public right-of-way.

B.Flags of any nations, government, or non-commercial organization.

C.Signs which are mandated to be displayed by law or action of a governmental entity.

D.Any display or construction not defined as a sign.

E.Art displays that do not contain a commercial message.

***Section 11.06.0. Standards***

***11.06.01. Prevention of Access:***

No sign shall be erected which prevents free ingress and egress from any driveway , parking lot, or structure door, window, or fire escape. No sign of any kind will be attached to any part of a fire escape or building standpipe.

***11.06.02. Obstruction of Vision:***

In addition to the provisions of Section 10.12.0, no sign shall be placed in manner that would allow it to obstruct the vision of drivers and pedestrians at driveway entrances. City of Trumann Page 55 Zoning Code

***11.06.03. Interference with Utilities:***

No sign shall be located within the designated safety zone of overhead electrical conductors as directed by the utility owner, within 10 feet of a fire hydrant, or upon any easement.

***11.06.04. Illumination adjacent to Residential Areas:***

If facing or adjoining a residential lot line or district no freestanding sign or wall sign on a side or rear façade shall be internally illuminated unless shielded in a manner to minimize the trespass of light into the residential lot or district.

***11.06.05. Construction Standards:***

All signs and sign structures permitted herein shall conform to the applicable building and electrical codes adopted by the City of Trumann. All signs, except Temporary Signs, shall be constructed of materials that are durable and permanent in nature, and permanently affixed through secure anchoring to the ground or a building. Temporary signs shall be securely anchored to the ground or a building in a non-permanent fashion.

***11.06.06. Content of Signs:***

These regulations are not intended to regulate the message or content of non-commercial signs or temporary signs, meaning only signs with a commercial message are subject to the off-premise signage prohibition. A sign with a non-commercial message may substitute a sign with a commercial message, provided it meets all requirements of this code.

***Section 11.07.0. Temporary Signs:***

Temporary signs shall not be electrified or illuminated.

***11.07.01. Temporary Signs – Type 1:***

Temporary sign allowed while a building or property is under construction or renovation.

A.Allowable Zones: All zonesB.Maximum Size: 16 square feet in residential zones, 50 square feet in all other zonesC.Maximum Height: 10 feetD.Minimum Setback: 10 feetE.Number Allowed: 1 sign per lot

***11.07.02. Temporary Signs – Type 2:***

Temporary sign allowed while a property or building is for sale, lease, or rent.

A.Allowable Zones: All zonesB.Maximum Size: 6 square feet in residential zones, 32 square feet in all other zonesC.Maximum Height: 10 feet

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D.Minimum Setback: 10 feet

E.Number Allowed: 1 sign per lot

***11.07.03. Temporary Signs – Type 3:***

Temporary Signs.

A.Allowable Zones: All zonesB.Maximum Size: 6 square feet in residential zones, 32 square feet in all other zonesC.Maximum Height: 10 feetD.Minimum Setback: 10 feetE.Number Allowed: 1 sign per lotF.Time: Signs may be displayed a maximum of 30 consecutive days within a 90 day period. The 90 day period shall be counted to begin from the first day a temporary sign is displayed. The sign shall be allowed to be displayed only within the first 30 consecutive days of the 90 day period. G.Election Period: During a period of 120 days prior to and 7 days after any public election authorized by the Poinsett County Election Commission, items E and F of this subsection shall not apply to temporary signs.

***Section 11.08.0. Sign Standards by Type:***

***11.08.01. Electronic Message Signs:***

A.Sign Type and Zoning: Electronic message signs shall only be allowed on freestanding signs.

B.Size: The maximum sign surface area of an electronic message sign shall not exceed 32 square feet. Such sign may be considered part of a larger freestanding sign and count against the maximum allowable surface area of the freestanding sign.

C.Dimming and Brightness: Signs shall be equipped with dimming technology that automatically adjusts the display brightness based on ambient light conditions. The sign shall not exceed 0.3 foot candles of illumination above ambient light level.

D.Flashing Illumination and Movement: The illusion of movement by means of a preprogrammed (repetitious or sequential) switching action in which illuminated elements of the sign are turned off or on to visually simulate the impression of motion characteristic of flashing, chasing, running, blinking, oscillating, twinkling, scintillating, or expanding and contracting light patterns, is prohibited.

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E.Rate of Change: No electronic message sign shall change copy more frequently than once every eight (8) seconds.

***11.08.02. Wayfinding Signs:***

Wayfinding signs shall be allowed on public property or within a public right-of-way under the following conditions**:**

A.Entity: The sign shall direct the reader to the location of a public or educational institution, a facility operated by a non-profit entity that is intended to attract out-of-town patrons, a facilityrelating to the public safety and welfare or public health, a scenic or historic structure, or trails and parks.

B.Approval and Installation: Wayfinding signs must be expressly approved by the Administrative Official and any additional authority having jurisdiction. The signs must be fabricated, installed, and maintained by the City or its agent.

C.Traffic Hazard: The signs shall not be allowed to be installed in a location or manner that would constitute a hazard to vehicles or pedestrians.

D.Maximum Number: The maximum number of signs allowed each entity shall be 7. This limitation shall not apply to scenic or historic structures and trails or parks.

***Section 11.09.0. Sign Allowed by Zoning District:***

***11.09.01. Downtown Commercial (C-1):***

A.Wall Signs:

2.Maximum Size and Number: The maximum number of wall signs shall be limited by the total sign surface area permitted for wall signs. The total sign surface area for all wall signsshall not exceed 2 square feet for each linear foot of *building* façade or 100 square feet, whichever is less. These requirements shall apply independently to each *building* façade. Signs upon awnings shall be considered wall signs. No wall signs shall be allowed to project above the roof line of the *building* façade.

B.Projecting Signs:

1.Maximum Size: 10 square feet for signs at least 80 inches above the surface grade of the sidewalk; 40 square feet for signs at least 12 feet above the surface grade of the sidewalk.

3.Number: 1 per building façade

4.Minimum Height: 80 inches above the surface grade of the sidewalk

5.Distance from Street: All elements of the sign including any support structures must be at least 2 feet from back of the curb of the adjacent street.

C.Temporary Signs: See Section 11.07.0

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***11.09.02. General and Outdoor Display Commercial and Industrial (C-2, C-3, I-1):***

A.Wall Signs:

1.Maximum Size and Number: The maximum number of wall signs shall be limited by the total sign surface area permitted for wall signs. The total sign surface area for all wall signs shall not exceed 15% of the total area of the wall on which the sign is placed. These requirements shall apply independently to each building façade. In the case of multi-tenant structure, each tenant space shall be considered a separate building façade.

B.Projecting Signs:

1.Maximum Size: 10 square feet

2.Number: 1 per building façade in a single tenant structure or 1 per tenant space in a multi-tenant structure

3.Minimum Height: 8 feet above the surface grade of the sidewalk

C.Freestanding Signs:

1.Maximum Sign Surface Area: The maximum size for a free-standing sign for a single tenant structure shall be 150 square feet. The sign surface are shall not exceed one square foot for every four linear feet of public street frontage, counted from along the street where the sign will be placed.

The maximum size for a free-standing sign for a multi-tenant structure shall be 250 square feet. The sign surface are shall not exceed one square foot for every three linear feet of public street frontage, counted from along the street where the sign will be placed.

2.Number: 1 per main building

3.Maximum Height: 35 feet above the surface grade of the street, an additional 15 feet in height is permitted if the sign is to be located within 150 feet of the right-of-way of an Interstate Highway.

4.Minimum Setback: 10 feet, 5 feet if ground-mounted and not exceeding 8 feet in height

F.Electronic Message Sign: Allowed, See Section 11.08.

G.Temporary Signs: See Section 11.07.0

H.Commercial Cul-de-sac: A commercial subdivision forming a cul-de-sac for individual commercial lots may have a freestanding sign located at the entrance to the cul-de-sac. Such sign shall not exceed 35 feet in height above street grade, and shall be located in such a manner not to restrict the view of traffic entering or exiting the subdivision.

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***11.09.03. Residential and Agricultural Zones (R-1, R-1S, R-2, R-3, R-MH, A-1):***

A.Residential Uses:

1.General Requirements: Internal or external illumination is prohibited.

2.Wall Signs:

a.Number: 2 on front façade

b.Maximum Sign Surface Area: 2 square feet per sign, 4 square feet total

3.Temporary Signs: See Section 11.07.0

B.Non-Residential Uses:

1.General Requirements: Internal or external illumination is allowed.

2.Wall Signs:

a.Number: 1 on front façade

b.Maximum Sign Surface Area: 32 square feet

3.Freestanding Signs:

a.Number: 1

b.Maximum Sign Surface Area: 32 square feet.

c.Maximum Height: 8 feet above the grade of the street or surface grade, whichever is greater. Sign shall be ground-mounted.

d.Minimum Setback: 10 feet

4.Temporary Signs: See Section 11.07.0

***Section 11.10.0. Administration and Enforcement:***

***11.10.02. Responsibility and Maintenance:***

Any person having express or implied authority over the size, appearance, and/or location of a sign, together with the landowner or lessor upon which the sign is sited, shall be responsible for causing the sign to be in full compliance with this ordinance and shall be jointly and severally liable for any violations of this ordinance. All sign(s)/sign structure and premises surrounding the same shall be maintained in a clean, sanitary condition and free and clear of all rubbish and weeds. All sign components, including supports, braces, anchors, etc., shall be kept in compliance with all building and electrical codes, and in conformance with the requirements of this Code. All components should be free from deterioration, termite infestation, rot, rust or loosening. Repair and replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign is required by this Code.

***11.10.03. Removal of Signs:***

The Administrative Official shall have the authority to remove any sign placed within a dedicated or prescriptive public right-of-way. City of Trumann Page 60 Zoning Code