

City of Sylvan Lake Sign Permit Information

Pursuant to Section 78-676 through 78-745 of the City Ordinances all Signs must adhere to the Ordinances.

1. A **Commercial Zoning Permit Application** must be filled out in its entirety along with an **application fee**.
2. A **Sign Permit Application** must also be filled out in its entirety.
3. A **Site Plan** must be submitted showing all the details of the sign plan on it, including the position of the sign in relation to the building and the road.

The following information must be submitted at time of application -

- A complete site plan with all dimensions of the property, building and proposed sign
- Exact placement of ground, window or wall sign on a Site plan
- Maximum height of ground sign above grade
- Precise placement of sign to property based off of street sign
- Installation and/or mounting details on a Site Plan for monument/ground signs

NO SCROLLING OR FLASHING SIGNS ARE PERMITTED.

Sec. 78-678. - Measurement of sign area.

(a) The total sign area is to be expressed in square feet and shall be computed as herein set forth in this section.

(b) Single-face sign total area shall be computed as the number of square feet within lines drawn at the outer perimeter forming any single and/or combination of geometric shapes, such as a square, rectangle, triangle or circle encompassing the extreme limits of an individual letters, words, messages, representation, emblem or any similar figure, including open spaces, together with any frame or other material forming an integral part of display used to differentiate such sign from the background against which it is placed.

(c) Double-face signs having two faces of equal size arranged and/or positioned back to back and parallel or with the faces at an included angle of not more than 30 degrees in the plan or vertical view; the area of the sign shall be computed as one-half the total area of the two faces. When the faces of such a sign are not of equal area, then the area of the sign shall be computed as the total area of the largest face.

(d) When two single-face signs are arranged and/or positioned within 36 inches of each other, the area of the two signs shall be computed as one single-face sign and total area shall include the open space between the two separate faces.

(Ord. No. 54A, § 17.03, 11-11-1987)

Sec. 78-679. - Compliance with article.

Except as otherwise provided in this article, signs shall be permitted in zoning districts according to this article.

(Ord. No. 54A, § 17.13, 11-11-1987)

Sec. 78-680. - General provisions applicable to all zoning districts.

The following conditions shall apply to all signs erected or located in any zoning district:

(1) Sign location.

a. No sign, except those established and maintained by the city, county, state or federal governments, shall be located in, project into or overhang a public right-of-way or dedicated public easement, unless otherwise authorized in this chapter.

b. No sign above a height of 30 inches shall be located within, project into or overhang the triangular area formed at the intersection of any two street right-of-way lines (existing or proposed) by a straight line drawn between such right-of-way lines at a distance along each line of 25 feet from their point of intersection, unless visual underclearance can be assured on the plans.

c. No sign shall project beyond or overhang the wall, or any permanent architectural feature, by more than one foot, and shall not project above or beyond the highest point of the roof or parapet.

d. Construction signs advertising buildings or projects under construction may be erected and maintained for a period not to exceed the term of construction, and such sign shall be erected on the site of construction. Such sign shall advertise only the building or project under construction and information related thereto, such as its developers, contractors, engineers, brokers and architects.

e. No sign shall be permitted at any location which, in the sole discretion of the building official, creates any type of safety hazard or visual impediment to pedestrian or vehicular traffic.

(2) *Sign height.* No sign, except as otherwise provided in this article, shall project above the maximum height limitation of six feet above grade.

(3) *Liability insurance.* If the vertical distance of a sign above the street is greater than the horizontal distance from the sign to the street right-of-way line and is so located as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a public liability insurance policy in the amount of \$100,000.00 for injury to one person and \$300,000.00 for injury to more than one person and property damage insurance in the amount of \$25,000.00 for damage to property. In lieu of an insurance policy as required in this subsection, an owner may present satisfactory proof to the city attorney that such owner is financially capable of self-insurance in the amounts set forth in this subsection.

(Ord. No. 54A, § 17.09, 11-11-1987; Ord. No. 291, § 1, 6-11-2008)

Sec. 78-681. - Prohibited signs in all zoning districts.

The following signs are prohibited in all zoning districts, notwithstanding anything to the contrary in this article:

(1) Signs which incorporate in any manner or are illuminated by any flashing or moving lights other than those which convey noncommercial information which requires periodic change. This section does not prohibit barber poles which otherwise meet the provisions of this article.

(2) Exterior banners, pennants, spinners and streamers, other than a banner or pennant used as a permitted sign under provisions of this article.

(3) Exterior string lights used in connection with a commercial premises, other than holiday decorations.

(4) Any sign which has any visible motion other than permitted flags of governmental units or banners and other than for the conveyance of noncommercial information requiring periodic change.

(5) Any sign which is structurally or electrically unsafe.

(6) Any sign erected on a utility pole, directional signpost or landscaping, including trees. Prohibited signs shall not include street signs of any political subdivision or public transit agency of this state.

(7) Any business sign or sign structure now or hereafter existing which advertises a business conducted or a product sold, which no longer exists or is in business.

(8) Portable signs, and any freestanding exterior sign not permanently anchored or secured to either a building or the ground, except real estate "open house" signs.

(9) Signs displayed on any vehicle or trailer when the subject vehicle or trailer is parked in such a manner that the obvious intent is to attract attention to a business, service or commodity on the premises.

(10) Any sign structure or frame no longer supporting or containing a sign.

(11) Revolving signs.

(12) Roof-mounted signs, except those mounted upon a mansard fascia which do not project above the highest point of the parapet.

(Ord. No. 54A, § 17.10, 11-11-1987)

Sec. 78-682. - Permitted signs in all zoning districts.

Signs shall be permitted in each zoning district according to [section 78-679](#) and subject to the following general provisions:

(1) Real estate signs.

a. *Single-family and multiple-family residential real estate (no permit required):* One sign, with an area not in excess of six square feet, advertising the sale, rent and/or lease of a single-family or multiple-family structure or vacant property, placed adjacent to such a structure and upon the premises, shall be permitted. It shall have a maximum height of six feet from grade and shall be set back five feet from any public right-of-way.

b. *Nonresidential real estate*: One sign, with a total area not in excess of 12 square feet, advertising the sale, rent and/or lease of real estate other than single-family or multiple-family structures, is permitted pursuant to the issuance of a permit. It shall have a maximum height of six feet. It shall be set back 25 feet from any public right-of-way unless attached to a permanent building.

c. *Residential subdivision or condominium developments*: One temporary sign announcing the sale, rent and/or lease of real estate within a residential subdivision or residential condominium complex being sold by the subdivision or condominium developer or agent shall be permitted. Such sign shall be limited to an area of 32 square feet. Such signs shall have a maximum height of six feet and shall be set back a minimum of 25 feet from any public right-of-way.

d. *Removal*: All real estate signs shall be removed on or before five days after the sale, lease or rental of the premises, land parcel or residential subdivision/condominium. The date of the placement of a "sold" sign, or the date when a purchase agreement or similar document which limits the availability of the property has been executed by all parties of interest shall determine the beginning of the ten-day period.

(2) *Construction signs*. Signs advertising buildings or projects under construction shall not exceed 15 square feet per 100 lineal feet of public street right-of-way frontage or fraction thereof, and shall not exceed 100 square feet in total area. Such signs shall have a maximum height of six feet and shall be setback at least 25 feet from any public right-of-way unless attached to a face of a building, construction fence or barricade and shall be removed upon completion of construction. No more than one construction sign is permitted per public right-of-way frontage, and placement shall be a minimum of 300 feet apart as measured along the right-of-way line.

(3) *Directional signs*. Accessory directional signs may be permitted in all use districts to direct attention to the location of available services on a premises and shall not exceed a total of 20 square feet in area per premises. Such signs shall not exceed eight feet in height and shall be subject to all other provisions of this article.

(Ord. No. 54A, § 17.11, 11-11-1987; Ord. No. 291, § 1, 6-11-2008)