

PERMITS & EXEMPTIONS

A sign permit is required for the erection of most signs or outdoor display structures.

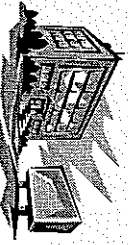
- Plans and specifications for signs, must include dimensions, materials, and details of construction, including weights and method of anchorage.
- Signs that contain or require a footing or electrical wiring or in the case of any marquee sign, projecting sign or billboard, must have plans and specifications that are signed and sealed by a licensed architect or engineer.
- The application shall be accompanied by written consent of the owner or lessee.
- The application must also include a copy of your legal survey.
- Signs may not be moved or revised without prior approval.

No permit shall be required for the signs listed below, provided however, that such exemption shall not relieve the owner of the sign from responsibility for its erection and maintenance in a safe manner or from responsibility for damages or injuries to property or persons:

- ◆ Construction signs
- ◆ Political signs
- ◆ Real estate signs
- ◆ Municipal signs

DISPLAY WINDOWS

Temporary signs may be displayed in or attached to the inside of show or display windows provided the total sign area does not exceed twenty percent (20%) of the total show or display window area. Signs or devices which by color, location or design resemble or conflict with traffic control signs or devices are prohibited.



R3 PLANNED RESIDENTIAL

In a Planned Residential area there may be one (1) sign attached to the building, projecting no more than twelve (12) inches, not exceeding twelve (12) square feet in area and relating only to the name or use of the building.

COMMERCIAL &

INDUSTRIAL DISTRICTS

There may be free standing signs, marquee signs, projecting signs and wall signs when displaying no advertising matter, except that pertaining to the business conducted in the building, or part thereof, on which such sign is placed. The total square foot area of all signs shall not exceed fifteen percent (15%) of the total square foot area of the face of the building as seen from the street on which the building fronts. No free standing sign shall extend closer than ten (10) feet to a side lot line. No part of any sign shall be more than thirty (30) feet high.

All signs in a "C2" Planned Commercial District shall be approved, controlled and regulated as per a special permit issued by the Board of Aldermen.

REAL ESTATE SIGNS

Real Estate Signs in a residential area are permitted only during the time that a property is for rent, lease or sale. Such sign shall be unlighted and twelve (12) square feet or less. They *must* be located on the property to which the sign refers and located not closer than ten (10) feet to a side lot line. Signs need to be removed within seven (7) days of closing upon sale or lease of the property. Directional signs shall only be erected if and when the house is available for inspection or an "open house".

Real Estate signs advertising future use or development of property on which signs are located may not exceed twenty-four (24) square feet. "For Sale" or "For Lease" signs in Commercial and Industrial Districts for new buildings may not exceed twelve (12) square feet.

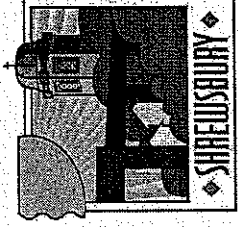
PORTABLE SIGNS

- One (1) portable sign is permitted on a parking lot when necessary to the satisfactory operation of the parking lot.
- Each service station may have one (1) single or double-faced portable sign not exceeding twelve (12) square feet per side of sign area restricted solely to stating the price of gasoline.
- Special promotion portable signs are allowed in a Planned Commercial District only where stores front on a parking lot. If it is not a Planned Commercial District, special promotion portable signs are allowed only when facing a common street.
- Special promotion portable signs may be used by group of stores for special promotions, no more than two (2) times a year, and not more than seven (7) consecutive days with at least thirty (30) days in between each such use.
- Special Promotion portable signs shall not exceed fifty (50) square feet per face, and shall not be counted as part of the allowable sign area for the premises.
- Authorization for all special promotion portable signs must be secured from the Board of Aldermen.

VARIANCES & APPEALS

The Board of Adjustment may grant a variance of the sign code based upon undue hardship. Any person or persons jointly or severally aggrieved by a discretionary decision made by the Building Commissioner or other City official may appeal such decision to the Board of Adjustment.

Such appeal shall be in writing and shall be accompanied by a filing fee of one hundred twenty-five dollars (\$125.00). This defrays the required cost to publish the "Notice of Hearing" and provide for a court reporter. The hearing notice is publicized in an official newspaper and neighbors within a one hundred eighty-five (185) foot radius are also notified and invited to attend the public hearing.

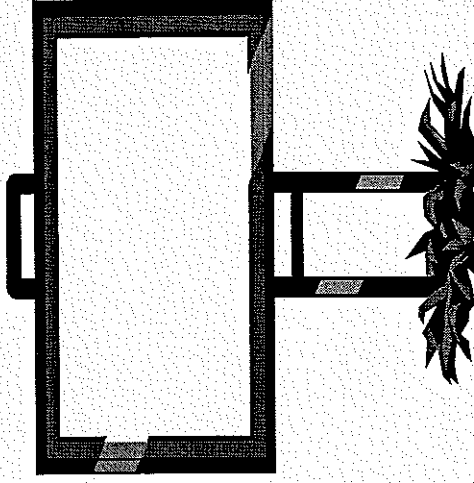


CITY OF SHREWSBURY
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- ◆ The intent and purpose of the Sign Code is to protect the public from the danger of unsafe signs; safeguard and enhance private and public investment in property; encourage effective signing practice; and lessen the objectionable effects of advertising excesses competing for the attention of pedestrians and motorists, thereby promoting the public health, safety, and general welfare through a comprehensive system of reasonable, nonarbitrary and nondiscriminatory standards and control for the regulations of signs.
- ◆ This brochure in no way contains all of the code provisions relating to signs, but is offered as a guide to assist you with the permit application.
- ◆ Upon request, additional information concerning the sign code may be made available.
- ◆ If you have any additional questions, you may contact the Building and Housing Department at 314-647-5795.

SIGN CODE

General Information



City of Shrewsbury
Building and Housing Department
May, 02

Building and Housing Department