

# APPLICATION FOR SIGN PERMIT

## Application Checklist

- ☐ Building Permit Application
- ☐ Insurance Certificates
- ☐ Worker's Compensation Statement
- ☐ Nine (9) Sets of Color Renderings
- ☐ Samples of Actual Material to be used. (Fabric for Canopies, Awnings, Sign Face Colors, etc)
- ☐ Nine (9) Sets of Plans (Including Plot Plan Showing Proposed Signs)
- ☐ Two (2) Copies of Survey (Showing Current Conditions)
- ☐ Permit Fees (per sign, awning, or canopy)

**Note:** Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for all applications. Additional time is required based on the extent and scope of work proposed.

***Village of Elmsford***

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 345-1553

# *Village of Elmsford*

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
TELEPHONE (914) 345-1553

## **SIGN PERMIT CHECKLIST**

- ☐ **Building Permit Application**
- ☐ **Worker's Compensation Statement**
- ☐ **Architectural Review Board Approvals**
- ☐ **Completed Checklist Signed by the Licensed Design Professional**
- ☐ **Nine (9) Sets of Color Renderings**
- ☐ **Samples of Actual Material to be used. (Fabric for Awnings, Sign Face Colors, etc)**
- ☐ **Nine (9) Sets of Plans**

The drawings must be drawn to scale and include an Architect's or Engineer's seal. The following must be included for a permit. Show as a minimum, the following items:

- ☐ Detailed plans
    - o Method of construction and attachment of the sign to the building or structure or in the ground
    - o Electrical requirements
    - o Method of illumination (if applicable)
    - o Protection of vehicle and/or pedestrian rights of way
    - o Square footage of each sign
    - o Design Loads per code requirements
  - ☐ Footing and foundation details.
    - o Reinforcing
    - o Concrete specifications
  - ☐ Exterior Elevations
    - o Overall height
    - o Relationship to the existing structure.
    - o Height to underside of signs and/or awnings from grade
    - o Area of wall in square feet
    - o Percentage of wall covered by all proposed and existing signage
  - ☐ The location of the building, structure or lot to which or upon which the sign is to be erected.
  - ☐ The position of the sign in relation to nearby buildings or structures.
  - ☐ A copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by Chapter 273 of the Code of the Village of Elmsford, the Building Code of New York State, and any other applicable laws.
  - ☐ Provide detail for method of attachment to existing structure(s).
  - ☐ Show location of the following: Every sign shall have painted in a conspicuous place thereon, in letters not less than one inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.
- ☐ **Nine (9) Copies of Current Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.**

The following must be included on the plot plan for all improvements.

- ☐ Show all dimensions of all property lines.
- ☐ Identify scale used.
- ☐ North direction identified.
- ☐ Easements for utilities including overhead.
- ☐ Name of all adjacent roads and driveway location.
- ☐ Vehicle parking areas identified.
- ☐ Section, Sheet, Block, and Lot.
- ☐ Property owner's name.

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE**

## Sign Permit Checklist

Page 2 of 2

- ☐ All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
- ☐ Distance from the proposed sign/awning to ALL property lines.
- ☐ **Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.**

Checklist completed by:

\_\_\_\_\_  
(Print or type name here)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

---

(Do not write below this line - for official use only)

\_\_\_\_\_  
**Application/Permit Number**

☐ Accepted

☐ Denied

Checklist Reviewed by:

\_\_\_\_\_  
(Print or type name here)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Permit No.: \_\_\_\_\_

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

Plans: ☐ Yes ☐ No

# Village of Elmsford

BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 345-1553  
Fax (914) 592-8129

Total Fee: \_\_\_\_\_

## SIGN PERMIT APPLICATION

Application is hereby made to the Building Department for the issuance of Permits pursuant to the Code of the Village of Elmsford. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Village of Elmsford and laws of New York State.

### SIGN TYPE:

☐ WALL  
☐ POLE

☐ WINDOW  
☐ GROUND

☐ PROJECTING  
☐ OTHER

### SITE DATA:

Zone: \_\_\_\_\_ Area of lot(s): \_\_\_\_\_ Section - Block - Lot: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Project Description: \_\_\_\_\_

The following information is to be completed in full. Address must include Street, City, State, and Zip.

### OWNER:

Name: \_\_\_\_\_

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

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

Mobile: \_\_\_\_\_

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

**APPLICANT:** Applicant is: ☐ Owner ☐ Lessee ☐ Contractor ☐ Other (complete below in full)

Name: \_\_\_\_\_

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

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

Mobile: \_\_\_\_\_

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

### SIGN INSTALLER/CONTRACTOR:

Name: \_\_\_\_\_

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

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

Mobile: \_\_\_\_\_

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

### AUTHORIZATION:

State of New York, County of \_\_\_\_\_, \_\_\_\_\_ being duly sworn deposes and says they are the owner or authorized representative by attached completed proxy statement and are duly authorized to perform or have performed said work and to make and file this application; that all statements are true and to the best of their knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me Owner or Authorized Representative Signature: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

Print Name: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Seal

# Village of Elmsford

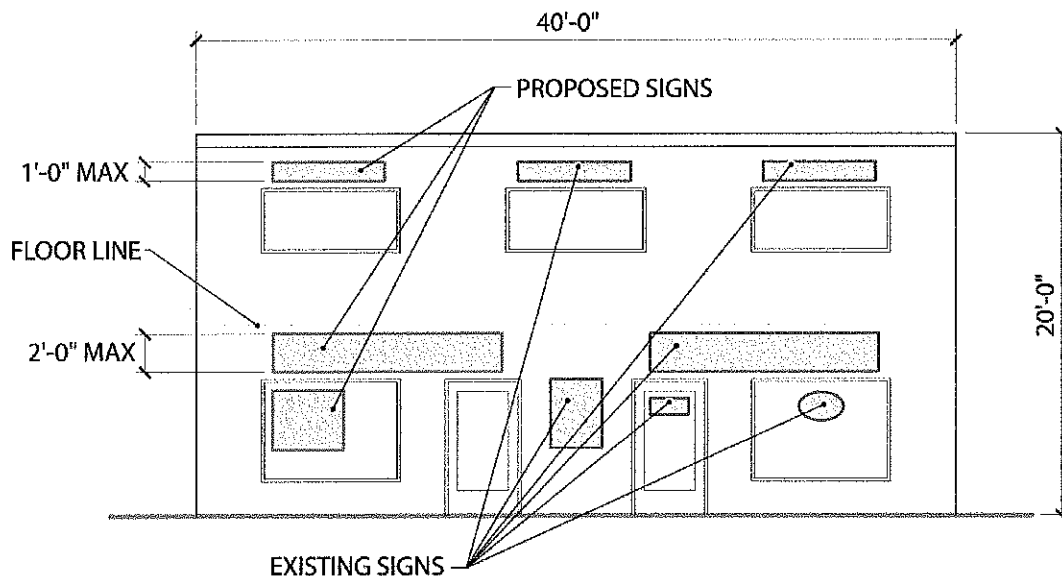
BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
Building Dept (914) 592-6555  
Fax (914) 592-8129

## Compliance and Permit Fee Worksheet for Signs, Awnings, Canopies

Sign Permit	Description	Fee	Number Proposed	Fee
<b>Type:</b> (Includes signs in windows and doors or visible from curb through window or door.)	Sign eight square feet or less	\$175.00	x _____ =	\$ _____
	Sign in excess of eight square feet	\$200.00	x _____ =	\$ _____
	Awnings and canopies	\$225.00	x _____ =	\$ _____
Total Fee: \$ _____				

Signs	Elevation	Signage Area in Square Feet	Building Face in Square Feet	Percent of Coverage (Maximum 10%)
Existing + Proposed				
Existing + Proposed				
(Example)	Front	90	800	$(80/800) \times 100 = 10\%$

### GENERIC BUILDING ELEVATION



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BUILDING DEPARTMENT  
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523  
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**CODE OF THE VILLAGE OF ELMSFORD**

**Chapter 273, SIGNS**

[HISTORY: Adopted by the Board of Trustees of the Village of Elmsford 9-3-1991 by L.L. No. 7-1991. Amendments noted where applicable.]

**GENERAL REFERENCES**

Architectural review -- See Ch. 8.  
Electrical standards -- See Ch. 146.  
Gasoline service stations -- See Ch. 189.  
Zoning -- See Ch. 335.

**§ 273-1. Title.**

This chapter shall be known and cited as the "Sign Law."

**§ 273-2. Definitions.**

As used in this chapter, unless the context otherwise indicates, the following terms shall have the meanings indicated:

**ERECT** -- To build, construct, attach, hang, place, suspend or affix. "Erect" shall also include the painting of wall signs.

**ILLUMINATED SIGN** -- Any sign which has characters, letters, figures, designs or outlines illuminated externally or internally by electric lights or luminous tubes, including signs illuminated by spotlights, floodlights or similar lights.

**INCOMBUSTIBLE MATERIAL** -- Any material which will not ignite at or below a temperature of 1,200° F. and will not continue to burn or glow at that temperature.

**PERSON** -- Any individual, firm, partnership, association, corporation, company or organization of any kind.

**SIGN** -- Any announcement, declaration, demonstration, display, illustration, insignia or similar device used to identify or promote the interest of any person when placed out-of-doors or indoors in view of the general public, including an awning or canopy.

**§ 273-3. Permit required.**

It shall be unlawful for any person to erect, repair, alter or relocate any sign without first obtaining a permit from the Building Inspector. All illuminated signs shall, in addition, be subject to the provisions of Chapter 146, Electrical Standards.

**§ 273-4. Application for permit.**

An application for a permit shall be made upon a form provided by the Building Inspector and shall contain or have attached thereto the following information:

- A. The name, address and telephone number of the applicant.
- B. The location of the building, structure or lot to which or upon which the sign is to be erected.
- C. The position of the sign in relation to nearby buildings or structures.
- D. Two blueprints or ink drawings of the plans and specifications for the sign and the method of construction and attachment of the sign to the building or structure or in the ground.

- E. A copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this chapter, any other applicable laws and the Building Inspector.
- F. The name of the person erecting, repairing, altering or relocating the sign.
- G. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
- H. Approval of the sign by the Electrical Inspector, if required.
- I. Insurance policy or bond as required by this chapter.
- J. Such other information as the Building Inspector shall require to show full compliance with this and all other applicable laws, rules or regulations.

**§ 273-5. Illuminated signs.**

The application for a permit for an illuminated sign shall be submitted to the Electrical Inspector to determine if the sign complies with Chapter 146, Electrical Standards, of the Village of Elmsford. The Electrical Inspector shall certify that the sign complies with Chapter 146, Electrical Standards, before the application for a permit is submitted to the Building Inspector.

**§ 273-6. Review by Architectural Review Board.**

The Building Inspector shall refer the application for a sign permit to the Architectural Review Board for review and approval.

**§ 273-7. Issuance of permit; time limit for completion of work.**

- A. The Building Inspector shall issue a sign permit if it appears that the sign conforms to all the requirements of this chapter and has been approved by the Architectural Review Board and the Electrical Inspector, if required.
- B. If the work authorized under the permit has not been completed within six months after the date of issuance of the permit, the permit shall become null and void.

**§ 273-8. Permit fees. [Amended 5-1-2000]**

Every applicant shall pay to the Building Inspector the following application fee for each sign regulated by this chapter:

[SEE VILLAGE OF ELMSFORD MASTER FEE  
SCHEDULE]

- B. No fee shall be charged for temporary signs.

**§ 273-9. Annual inspections; fees. [Amended 5-1-2000]**

The Building Inspector shall inspect annually each sign regulated by this chapter for the purpose of ascertaining if the sign is safe and secure; if the sign complies with the provisions of §§ 273-18 and 273-19; and if the sign needs to be removed or repaired. The holder of the permit for the sign or the owner of

## Chapter 273, SIGNS

the sign, if there is no permit on file, shall pay an inspection fee of \$100 [Amended by fee schedule] to the Building Inspector.

### § 273-10. Unsafe and unlawful signs.

If the Building Inspector shall determine that any sign is unsafe or insecure, or has been erected or is being maintained in violation of this chapter, he shall give written notice to the holder of the permit for the sign or the owner of the sign, if there is no permit on file. If the holder of the permit for the sign or the owner of the sign, if there is no permit on file, fails to remove or alter the sign so as to comply with the standards set forth in this chapter within 10 days after such notice, such sign may be removed or altered to comply with this chapter by the Building Inspector at the expense of the holder of the permit for the sign or the owner of the sign, if there is no permit on file. The Board of Trustees may revoke the sign permit if the holder of the permit for the sign or the owner of the sign, if there is no permit on file, refuses to pay such expenses. The Building Inspector may cause any sign which is an immediate peril to persons or property to be removed summarily and without notice.

### § 273-11. Permit to be revocable.

All rights and privileges acquired under the provisions of this chapter are licenses revocable at any time by the Board of Trustees, and all permits shall contain this provision.

### § 273-12. Information to be included on each sign.

Every sign erected after the date of enactment of this chapter shall have painted in a conspicuous place thereon, in letters not less than one inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.

### § 273-13. Regular painting required; exceptions.

The holder of the permit for the sign or the owner of the sign, if there is no permit on file, shall paint, at least once every two years, all supports of the sign, unless the same are galvanized or otherwise treated to prevent rust.

### § 273-14. Wind pressure and dead load requirements.

All signs shall be designed and constructed to withstand a wind pressure of not less than 40 pounds per square foot of area and shall be constructed to receive dead loads as required in Chapter 109, Building Construction and Fire Prevention, Part 1, Building Code.

### § 273-15. Existing signs.

The owner of any sign erected prior to the date of adoption of this chapter shall, within three years of the date of adoption of this chapter, obtain a permit for such sign or discontinue and remove the sign. The owner shall be liable for an annual inspection of the sign as provided by § 273-9 commencing as of the date of the adoption of this chapter. The provisions of this section shall not exempt the owner of any existing sign from complying with the requirements of § 273-10, 273-13, 273-18 or 273-19.

### § 273-16. Exemptions.

This chapter shall not apply to the following signs; provided, however, that such signs shall be subject to the provisions of § 273-10, 273-18 or 273-19:

- A. A real estate sign, not exceeding four square feet in residential districts and eight square feet in other

districts, which only advertises the sale, rental or lease of the premises upon which such sign is located and the name, logo, address and telephone number of the broker or agent.

- B. A professional nameplate not exceeding two square feet in area.
- C. A bulletin board not over eight square feet in area for a public, educational, charitable or religious organization or institution, when the same is located on the premises of such institution.
- D. A sign denoting the architect, engineer or contractor, when placed upon the property where work is being performed, not exceeding 16 square feet in area.
- E. An occupational sign denoting the name and profession of an occupant in a commercial building, public institutional building or dwelling house, not exceeding two square feet in area.
- F. A memorial sign, tablet, name of a building and date of erection of the building when cut into any masonry surface or when constructed of bronze or other incombustible material.
- G. A traffic or other governmental sign, including any temporary emergency or danger sign.
- H. A flag of the national, state, county or municipal government, not exceeding 24 square feet, or any banner of any public, educational, charitable or religious organization or institution, not exceeding 24 square feet. The owner or occupant of the premises may display temporarily a larger flag or banner with the prior approval of the Building Inspector.
- I. A temporary sign, not exceeding 16 square feet, pertaining to and displayed during a campaign, drive or event of a political, public, educational, charitable or religious organization or institution, provided that any such sign is removed within five days after the event.
- J. A small, nonilluminated sign, not exceeding two square feet in area, displayed strictly to identify rest rooms and other similar facilities or conveniences, parking area entrances or exits and freight entrances or for the purpose of indicating the location or restricting the use of off-street parking areas.
- K. A residence identification sign, not over two square feet in area, for a residential unit, showing the name of the occupant and address of the residential unit.
- L. Signs displayed in a window indicating the availability of a public telephone or notary public and/or the possession of any licenses normally required to conduct a given business.
- M. Any holiday decorations displayed in season.
- N. A temporary sign for a tag or garage sale, provided that such sign contains the name and address of the seller and date of the sale, is displayed only two days prior to the sale and is removed the day after the sale.
- O. "No trespassing" signs.

### § 273-17. Bond or liability insurance required.

Every applicant for a permit shall, before the permit is granted, file with the Building Inspector a bond in the penal sum of up to \$10,000, as determined by the Building Inspector, executed by the applicant and a surety company, approved by the Village Attorney and conditioned for the faithful observance of the

## Chapter 273, SIGNS

provisions of this chapter, and which shall indemnify and save harmless the village from any and all damages, judgments, costs or expenses which the village may incur or suffer by reason of the granting of the permit. Any person lawfully maintaining a sign at the time of the enactment of this chapter shall, within 90 days after said enactment, comply with the provisions set forth in this section. A general liability insurance policy issued by an insurance company authorized to do business in the State of New York and conforming to this section may be permitted in lieu of a bond.

### § 273-18. Obstruction of doors, windows or fire escapes.

No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.

### § 273-19. Creation of traffic hazards.

No sign shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where, by reason of position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device; or which makes use of the words STOP, LOOK, DRIVE-IN, DANGER or any other word, phrase, symbol or character in such manner as to interfere with, mislead or confuse traffic.

### § 273-20. Prohibited sign types; exceptions.

A. The use, erection or installation of the following sign types is prohibited:

- (1) Flashing or intermittently illuminated signs. The following signs which exhibit changing light or color effects, even though the intensity of light may be relatively constant, shall be deemed flashing signs.
- (2) Searchlights.
- (3) Strings of incandescent lights, except for holiday decorations.
- (4) Moving or rotating signs.
- (5) Pennants, streamers or other eye-catching devices.
- (6) Portable signs with or without wheels, including any easel-type, A-frame or other sign not permanently affixed to a building or the ground.
- (7) Roof signs. Existing roof signs may remain in place for three years from the date of adoption of this chapter.

B. The Building Inspector may permit the use of strobe lights, pennants, streamers or other eye-catching devices for the opening of a new business for a temporary period not to exceed two weeks.

### § 273-21. District regulations.

A. Signs in residential districts. The following are the only types of signs permitted in residential districts:

- (1) Residence identification sign. One sign for each residential unit, not over two square feet in area, giving the name of the occupant and the address of the residential unit.
- (2) Identification sign for nonresidence. One sign, not exceeding eight square feet in area, on the building or at any street frontage where there is an entrance drive.
- (3) Real estate sign. One sign per parcel of land in separate ownership, announcing the sale, rental or lease of the property on which it appears and the name, logo,

address and telephone number of the broker or agent. Such sign shall not exceed four square feet in area and shall be located behind the property line in an area free from pedestrian traffic.

(4) Contractor's sign. A sign identifying the architect, engineer or contractor placed upon the property when work is being performed during the course of construction only. Such sign shall not exceed 16 square feet in area.

(5) All other signs. All other signs subject to this chapter shall be permitted in a residential district only upon the granting of a variance by the Zoning Board of Appeals.

B. Signs in business and industrial districts. The following are the only types of signs permitted in business and industrial districts:

(1) Wall sign. A sign attached flush to the wall of a building shall be not more than two feet in height for each ground floor establishment nor more than one foot in height for each other establishment, nor shall any such sign be wider than the front of the establishment to which it is attached nor extend above or project more than 12 inches from the face of the building to which it is attached. In no event shall the sign cover more than 10% of the area of the wall on which it is erected. When an establishment faces an interior courtyard or parking area as well as a public street, the permissible wall sign area may be divided on more than one building wall, provided that each wall on which such sign is located either faces a public street or an interior courtyard or an off-street parking area serving that establishment, and further provided that the total combined area of such signs does not exceed the permissible area for a single permitted wall sign on the longest wall of the establishment facing either a public street or an interior courtyard or an off-street parking area.

(2) Projecting sign. A sign hung from a bracket attached to the wall of a building shall not exceed eight square feet in area, project more than four feet beyond the face of a building, exceed 12 feet in height above the ground or sidewalk level, as measured from the top of the sign, or be less than eight feet above the ground or sidewalk level, as measured from the bottom of the sign. No part of such sign shall project higher than the front wall of the building to which the bracket is attached.

(3) Pole sign. A pole sign shall be hung from a post permanently set in the ground behind the property line or sidewalk line, shall be not more than 16 square feet in area and shall not, at its highest point, extend more than 15 feet above ground level, as measured from the top of the sign.

(4) Freestanding sign. Any other freestanding sign permanently set in the ground behind the property line or sidewalk line shall not exceed 15 square feet plus one square foot for each 1,000 square feet of building area in excess of the first 5,000 square feet, up to a maximum sign area of 20 square feet. No such sign shall, at its highest point, extend more than eight feet above ground level.

(5) Multiple nameplate sign. Such a sign may be on a bracket or post. No single sign shall exceed two square feet in area. The maximum total area of all nameplates shall not exceed 10 square feet. Where more than one entrance to an off-street parking area is maintained



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pursuant to an approved site plan, one such sign, identifying all such establishments served by such driveway, may be permitted or required for each entrance.

(6)Identification sign. Where more than one public entrance is maintained by an occupant, one additional identifying sign, not over two square feet in area, may be maintained at each entrance other than the one where the principal sign or signs are placed.

(7)Parking area sign. In case an off-street parking area is provided by the owner or occupant of a building, one additional sign may be maintained indicating the location or restricting the use thereof, or both.

(8)Symbol sign. In lieu of a sign on a bracket or post, a barberpole or other symbol depicting the trademark or logo of a trade or company may be permitted.

(9)Real estate sign. One sign per parcel of land in separate ownership, announcing the sale, lease or rental of the property on which it appears and the name, logo, address and telephone number of the broker or agent. Such sign shall not exceed eight square feet in area and shall be located behind the property line in an area free from pedestrian traffic.

(10)Direction sign. Necessary traffic direction sign.

(11)Freestanding service station or garage sign. One sign, not over 16 square feet in area and not less than eight feet above ground, as measured from the bottom of the sign, nor more than 15 feet above the ground, as measured from the top of the sign. Such sign shall be entirely over private property. No other freestanding signs, whether permanently installed or movable, shall be permitted.

(12)Service station bracket sign. A sign hung above a fuel-pump island indicating the type of island service available. Such sign shall not exceed eight square feet in area or exceed 12 feet in height above the ground, as measured from the top of the sign, or be less than eight feet above the ground, as measured from the bottom of the sign.

(13)A sign mounted on top of a pump dispensing gasoline at retail, indicating the sales price, taxes and classification of the gasoline. Such sign shall be as prescribed by the Agriculture and Markets Law. Signs constructed of paper, cardboard or other similar temporary material shall not be permitted. EN

(14)Neon window sign. A sign that is constructed of exposed artificially illuminated tubes that are shaped in the form of a letter, word, numeral, symbol or other design which is used as an advertisement or announcement of the name of the establishment, the general products sold or the services provided therein. Such sign shall be displayed only on the interior side of a window and shall not exceed eight square feet in area. It shall be illuminated only during the hours when the establishment displaying such sign is open for business. Such sign and its illumination shall be of constant intensity. In no event shall such a sign be so placed or directed as to permit the beams and illumination therefrom to be directed upon a street, parking lot, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance.

(15)Business hours sign. A sign that is affixed directly to the surface of a window or glass door and which indicates the days and hours during which the establishment is open for business. Such sign shall not exceed two square feet in area.

(16)Temporary window sign. A nonilluminated sign that is affixed directly to the inside surface of a window or is displayed within four feet of the interior surface of a window and which is used for advertisement, announcement or notice of the business, products or services provided on the premises or for nonprofit community purposes. The total combined area of all such signs shall not exceed 20% of the total area of the display window through which they are viewed or a total of 100 square feet, whichever is smaller, less any area occupied by a neon window sign or business hours sign. The maximum area of any single temporary window sign shall not exceed 10 square feet. No such signs shall be mounted so as to totally obscure the view of the interior of the establishment. A temporary window sign containing a religious or seasonal holiday message of a commercial nature may be displayed for a period not to exceed 40 days. All other temporary window signs may be displayed for a period not to exceed 14 days.

(17)Awnings and canopies as provided by § 273-27.

(18)All other signs subject to this chapter shall be permitted in a business or industrial district only upon the granting of a variance by the Zoning Board of Appeals.

### § 273-22. Ground signs.

A. Definition. A "ground sign," as regulated by this chapter, shall include any sign supported by uprights or braces placed upon the ground and not attached to any building.

B. Construction.

(1)Materials required. All ground signs for which a permit is required under this chapter shall have a surface or facing of incombustible material; provided, however, that combustible structural trim may be used thereon.

(2)Letters to be secured. All letters, figures, characters or representations in cutout or irregular form maintained in conjunction with, attached to or superimposed upon any sign shall be safely and securely built or attached to the sign structure.

C. Erection.

(1)Bracing, anchorage and supports. All ground signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the natural surface of the ground and shall, if required by the Building Inspector, be supported and braced by timbers or metal rods in the rear thereof extending from the top thereof to a point in the ground at least a distance equal to 1/2 the height of such sign, measured along the ground, from the posts or standards upon which the sign is erected.

(2)Supports to be creosoted. All posts, anchors and braces of wood shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.

(3)Wind pressure and dead load requirements. All ground signs shall conform to the requirements of § 273-14.

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(4) Premises to be kept free of weeds and rubbish. Ground signs and the premises surrounding the same shall be maintained by the holder of the permit for the sign or the owner of the sign, if there is no permit on file, in a clean, sanitary and inoffensive condition and free and clear of all obnoxious substances, rubbish and weeds.

### § 273-23. Wall signs.

- A. Definition. A "wall sign" shall include all flat signs of solid face construction which are placed against a building or other structure and attached to the exterior front, rear or side wall of any building or other structure.
- B. Construction; materials required. All wall signs shall have a surface or facing of incombustible material; provided, however, that combustible structural trim may be used thereon.
- C. Erection; supports and attachment. All wall signs shall be safely and securely attached to the building wall by means of metal anchors, bolts or expansion screws of not less than 3/8 inch in diameter, embedded in said wall at least five inches; provided, however, that such signs may rest in or be bolted to strong, heavy metal brackets or saddles set not over six feet apart, each of which shall be securely fixed to the wall as hereinbefore provided. In no case shall any wall sign be secured with wire, strips of wood or nails.
- D. Wind pressure and dead load requirements. All wall signs shall conform to the requirements of § 273-14.

### § 273-24. Roof signs.

- A. Definition. A "roof sign" shall mean any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal support on the roof structure. No new roof signs shall be permitted under this chapter.
- B. Construction; materials required. Every existing roof sign, including the upright supports and braces thereof, shall be of incombustible material; provided, however, that combustible structural trim may be used thereon.
- C. Prohibited obstructions. No existing roof sign shall be placed on the roof of any building or structure in such manner as to prevent free passage from one part of said roof to any other part thereof or interfere with openings in said roof.
- D. Erection; bracing, anchorage and supports. Every existing roof sign shall be thoroughly secured to the building by iron or other metal anchors, bolts, supports, rods or braces. When erected upon buildings which are not constructed entirely of fireproof material, the bearing plates of said sign shall bear directly upon masonry walls and intermediate steel columns in the building. No roof sign shall be supported or anchored to the wooden framework of a building.
- E. Wind pressure and dead load requirements. All existing roof signs shall conform to the requirements of § 273-14 of this chapter.

### § 273-25. Projecting signs.

- A. Definitions. A "projecting sign" shall include any sign which is attached to a building or other structure and extends more than 12 inches beyond the line of the

building or beyond the surface of that portion of the building or structure to which it is attached.

#### B. Construction.

(1) Every projecting sign, including the frames, braces and supports thereof, shall be designed by a structural engineer or manufacturer, shall be constructed of incombustible materials and shall be two-faced.

(2) Movable parts to be secured. Any movable part of a projecting sign, such as the cover of a service opening, shall be securely fastened by chains or hinges.

#### C. Erection.

(1) Bracing, anchorage and supports. Projecting signs exceeding 10 square feet in area or 50 pounds in weight shall not be attached to or supported by frame buildings or the wooden framework of a building. Said signs shall be attached to masonry walls with galvanized expansion bolts at least 3/8 inch in diameter, shall be fixed in the wall by means of bolts extending through the wall and shall contain the proper size metal washers or plates on the inside of the wall.

(2) Anchorage with wire prohibited. No projecting sign shall be secured with wire, strips of wood or nails, nor shall any projecting sign be hung or secured to any sign.

D. V-shaped signs prohibited. V-shaped signs, consisting of two single-faced signs erected without a cover over the top of the sign, shall not be permitted.

E. Wind pressure and dead load requirements. All projecting signs shall conform to the requirements of § 273-14 of this chapter.

### § 273-26. Temporary signs.

- A. Definition. A "temporary sign" shall include any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames, intended to be displayed for a short period of time only. A temporary sign must be removed after 30 days, unless otherwise provided in this chapter.

#### B. Construction.

(1) Materials and area limitations. Except as otherwise provided in this chapter, no temporary sign shall exceed 100 square feet in area. Signs in excess of 60 square feet shall be made of rigid materials, such as wallboard or other light materials with frames.

(2) Weight limitation. Every temporary sign weighing in excess of 50 pounds must be approved by the Building Inspector.

C. Erection, anchorage and support. Every temporary sign shall be erected in a safe and secure manner.

D. Wind pressure and dead load requirements. All temporary signs shall conform to the requirements of § 273-14 of this chapter.

### § 273-27. Awnings and canopies.

- A. Definitions. As used in this section, the following terms shall have the meanings indicated:

AWNING -- Includes any structure made of cloth or metal with a metal frame attached to a building and projecting over a sidewalk when the same is so erected as to permit its being raised to a position flat against the building when not in use.

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CANOPY -- Includes any structure, other than an awning, made of cloth or metal with metal frames attached to a building and projecting over a sidewalk.

B. Construction. All frames and supports of awnings shall be of metal. Canopies may be constructed of a cloth or metal hood; provided, however, that all frames and supports shall be metal.

C. Location.

(1) Height above sidewalk. All awnings and canopies shall be constructed and erected so that the lowest portion thereof shall be not less than eight feet above the level of the sidewalk.

(2) Setback from curblin. No awning or canopy shall be permitted to extend beyond a point 12 inches inside the curblin.

(3) Width. No awning or canopy shall exceed eight feet in width.

D. Erection.

(1) Awnings; support. Every awning shall be securely attached to and supported by the building. Posts or columns beyond the building line shall not be permitted for awnings. No awning shall be attached to the wood jam, frames or other wood members of a building (frame

building excepted) when such building is less than 10 feet from public property.

(2) Canopies; support. The framework of canopies shall be designed by a structural engineer. All frames and supports shall be metal.

E. Advertising. No advertising shall be placed on any awning or canopy, except that the name of the owner and the business, industry or pursuit conducted within the premises may be painted or otherwise permanently placed in a space not exceeding eight inches in height on the front and side portions thereof.

### § 273-28. Penalties for offenses.

Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not to exceed \$1,000 per violation. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder. [amended 6/2/2006]