



CITY OF WENDELL

Planning & Zoning Department

375 1st Ave E – PO Box 208, Wendell, ID 83355

(208) 536-5161- Fax (208) 536-5527

<u>OFFICE USE ONLY</u>	<u>SIGN PERMIT NO.</u>
Application approved by: _____	_____
Plan approved: _____	Date _____
Fire Dept Approval _____	Valuation: \$ _____
	Plan Review: \$ _____
	Permit Fee: \$ _____
	Total: \$ _____ <u> </u> Paid

Sign Permit Application

Applicant

Contractor

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Phone/Cell: _____

Phone/Cell: _____

Is the property **owner/lessee/renter** doing the install?

Yes _____ No _____

Idaho Registration # _____

Expiration Date: _____

Complete and answer ALL questions

1. County Parcel No. _____ obtained on your tax information or from the County

Assessor's Office.

2. Copy of deed showing ownership including legal description.
3. Address of business _____
4. Zone: Commercial _____ Industrial _____
5. If leasing property provide signed letter from owner giving permission to install proposed sign(s) indicating they have approved the proposed signage. Also require owner's signature on this application.

Proposed Signage: Sign # 1	Type	Illuminated	Dimensions	Height	Location

Proposed Signage: Sign # 2	Type	Illuminated	Dimensions	Height	Location

Sign Permit Application minimum requirements

1. Two (2) copies of documentation submitted.
2. Signs drawn to scale and dimensioned; attach a color rendering that represent the actual sign(s).
3. Site Plan – showing location of sign placement and all existing buildings.
4. Dimensions, location, and orientation of every sign, existing and proposed.
5. Foundation details for all free-standing signs.

****Estimated Value of project: \$ _____ **Total Sq/Ft: _____**

24-HOUR NOTICE IS REQUIRED BY LAW FOR INSPECTION REQUESTS

I hereby apply for a permit to do the work stated, and acknowledge that I have read this application and hereby certify that the above information is complete and correct and, as the applicant, I accept the responsibility to ensure that all the work and materials will be in accordance with International Building Code, Idaho State law and City of Wendell Ordinances, and that all required inspections are conducted prior to use or occupancy.

Signature of Owner

Date

Signature of Applicant

Date

NO WORK TO BE DONE UNTIL PERMIT IS ISSUED

CHAPTER 12
SIGN REGULATIONS

SECTIONS:

- 5-12-1 Purpose
- 5-12-2 Definitions
- 5-12-3 Application for Sign
- 5-12-4 General Requirements for Advertising signs
- 5-12-5 Special Restrictions on Signs by Zone
- 5-12-6 Sign Setbacks
- 5-12-7 Street Trees
- 5-12-8 Non-conforming Signs
- 5-12-9 Violations

5-12-1 PURPOSE

The purpose of this Section is to promote and protect the public health, welfare and safety by regulating existing and proposed outdoor advertising, outdoor and advertising signs and outdoor signs or all types. It is intended to protect property values, create a more attractive economic and business climate, enhance and protect the physical appearance of the community and preserve the scenic and natural beauty of designated areas. It is further intended to reduce sign or advertising distractions and obstructions that may contribute to traffic accidents, reduce hazards that may be caused by signs overhanging or projecting over public rights of way, provide more open space, curb the deterioration of the natural environment and enhance community development.

5-12-2 DEFINITIONS

"Adjacent Property" means real property sharing one common boundary with another parcel of real property. Public roads separating parcels of real property shall be disregarded in determining whether property is "adjacent property".

"Advertising Display" means any device, contrivance, object or structure other than a sign used to attract attention.

"Advertising Device" means any floating, billowing, turning, oscillating device, any colored, shiny, reflective material, or any light or other contrivance except a sign used to attract attention.

"Area of Sign" means any back area, where defined, of a sign. Contrasting supports are not included. Painted signs on a wall will be measured from the edge of the background color, if used, or the area enclosed by straight lines where no background is defined.

"Awning" means any shelter of decorative dimensional shape extending from the exterior surface of the building, constructed as a supporting framework, covered with non-rigid materials.

"Awning Sign" means letters, numbers or logos applied to any awning.

"Building Sign" means any sign attached directly to a building.

"Canopy Sign" means a sign not attached directly to a building, but attached by means of separate structure to a building.

"Eave Line" means the outside of the Fascia or rafter tails or the outside of the bottom of a mansard roof Fascia.

"Free standing Sign" means a sign not attached to any building, directly or by means of a separate structure.

"Height" means the distance between the top of a sign and the surface of the nearest adjacent public road.
"Political Sign" means any sign dealing with a candidate for elected office or an issue that will be presented to the public on a lawful election ballot.

"Projecting Sign" means any sign, which is attached to a building and has a surface, which extends more than one foot away from the exterior of a building.

"Name Plate" means a sign naming the occupant, the occupant's occupation, and the address.

"Property Owner" means the owner of the real property upon which a sign is located.

"Realty Sign" means a temporary sign advertising the sale, lease, of rent of property upon which it is located, and the identification of the company and/or person handling the transaction; It includes "For Sale by Owner" signs.

"Roads" means a public thoroughfare; multiple road frontages require two different streets with a frontage of at least 50 feet each on each road.

"Sign" means a visual device of writing or images installed for the purpose of attracting or informing people. A sign shall not mean letters six inches or less in height on windows or glass doors, nor shall it include manufactured letters indicating the name or nature of the business applied to the surface of a building in which the business is being conducted.

"Single-face Sign" means a sign attached parallel to a building wall, projecting no more than eighteen (18) inches from the building wall and having writing or images only on the one surface of the sign facing away from the building wall.

"Special Event" means sales, sale promotions, community events, holidays, and similar functions.

"Street Tree" means any tree, the trunk of which is located in any portion of the right of way of any public road or street within the City of Wendell.

5-12-3 APPLICATION FOR SIGN

Every person proposing to erect a sign owned or leased by them shall make application to the city of Wendell Building Department for a sign permit. The application shall state the size and weight of the sign, the distance it is to project from a building and the details of its supports providing attachment to a building or the ground. The Building Official shall issue a permit for the sign and it shall be unlawful to erect or place a sign without such a permit. Political signs must be removed within ten (10) days after the election to which they pertain. A non-refundable fee to be set by resolution of the City Council shall accompany every application for a sign.

5-12-4 GENERAL REQUIREMENTS FOR ADVERTISING SIGNS

- A. Any illuminated advertising device or advertising display shall emit a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving light or lights. In no event shall such an illuminated sign or device be placed or directed to permit the beams and illumination there from to be directed or beamed upon a public thoroughfare, highway, sidewalk or adjacent premises to cause glare or reflection that may constitute a traffic hazard or nuisance.

- B. No sign shall employ any parts or elements, which revolve, rotate, whirl, spin or otherwise make use of motion to attract attention. Provided, however Subsections A and B of this Section shall not apply to any sign which conveys messages by moving letters or numbers, produced by electronic means. Any such sign may be allowed by special use permit, utilizing the procedures for a special use permit set forth in Title 5-1-9 of the Wendell City Code. In no case shall the message area of any such sign for which a special use permit is issued exceed a total of sixty (60) square feet.
- C. No sign of any classification shall be installed, erected or attached in any form, shape or manner to a fire escape or any door or window giving accesses to any fire escape.
- D. All signs shall be secured in such a fashion as prevent unsafe movement or vibration in conformance with most recent edition of the Building Code adopted by the City.
- E. No sign shall be placed in any public right of way except publicly owned signs. Signs directing and guiding traffic or containing traffic markings located on private property but bearing no advertising matter shall be permitted.
- F. No sign shall be above the top roofline of the building on which it is placed.
- G. The electrical features of any sign and the installation thereof shall have been inspected By the State of Idaho Electrical Inspector and evidence of the permit provided to the City of Wendell Building Official prior to the operation of the sign.
- H. For Industrial and Commercial properties of a depth of more than 200', one and one-half (1- 1/2) square foot of total sign area per lineal foot of street frontage will be allowed by Special Use Permit. More than two (2) freestanding signs per road frontage may be allowed by special use permit as long as there is a minimum distance of 100 feet between signs.
- I. The maximum height of any freestanding sign, except for signs located in the Industrial and Commercial Zone shall be 35 feet.
- J. Building signs are allowed on each building face not to exceed three square feet per lineal foot of building width.

5-12-5 SPECIAL RESTRICTIONS FOR SIGNS BY ZONES.

- A. R Zones. No signs shall be permitted in the R zones, except for political signs and one realty sign, which sign must be located on the property which is for sale, lease or rental and which may not exceed a total of six square feet in area.
- B. R Zone. Apartment, Condominiums, Townhouses, Churches, Nursing Homes, and Public Buildings may have one sign facing each adjoining street. Signs shall be limited to 32 square feet and unless mounted on a building and shall be limited to a maximum of six feet in height. Signs must be at least 15 feet from any adjacent property.
- C. Industrial/Commercial
 - I. Each property may have one free standing sign facing each adjacent road of not over 200 square feet and not over 35 feet in height. Freestanding signs must be at least ten feet from any adjacent property.

2. Each property may have one single-faced building sign facing each adjacent street frontage. The area of the building sign may not exceed three square feet per lineal foot of the side of the building facing the street frontage.
3. Projecting signs are permitted only in this zoning district. Each building may have one projecting sign for each adjacent street. Signs are limited to 8 square feet and may not project more than four feet from the building nor closer than 2' from the curb. The bottom of any projecting sign must be at least 8 feet above the ground. Projecting signs, which are used in historical restorations, may exceed these standards by special use permit.

5-12-6 SIGN SETBACKS

Freestanding signs must meet all setbacks for structures required in each zoning district. Provided, however, that a realty sign or sign or bulletin board allowed to a place of worship, library, social club or fraternal society, shall be set back a minimum distance of ten (10) feet from the boundaries of any established public right of way or alley.

5-12-7 STREET TREES

In order to provide for business identification while also providing the public benefits of street trees, the design and placement of a freestanding sign shall consider the siting of existing or approved street trees, and shall comply with the allowed and proper pruning techniques of the Tree Commission. Sign height may not be limited existing or street trees, nor shall street trees be illegally topped or pruned in order to improve the visibility of a sign. In cases where a property owner desires to maximize the visibility of its sign, and where a prior approval has been issued by the city for a tree type and location, then these trees may be removed or replaced on site, provided that an equal or greater amount of, or potential for, a street tree is provided. Such proposed changes shall include a review and recommendation by the city Mayor.

5-12-8 NONCONFORMING SIGNS

Whenever a business, person, enterprise or institution for which existing signage does not conform to the requirements of this section, seeks to structurally alter or enlarge an existing sign, or erect or install a new sign, the provisions of this section shall apply as follows:

1. The alteration, enlargement installation or erection of signage shall not increase the degree of nonconformity.
2. If the value of structural alterations to a nonconforming sign equals or exceeds 25 percent of the value of the sign, as determined by the building official, the sign shall be made to conform to all provisions of this section.
2. Enlargement, installation or erection of conforming signage shall be accompanied by a reduction in the degree of nonconformity for other signage existing on the premises. This reduction in nonconformity can be accomplished by a reduction in size, removal, relocation, or a combination of reduction, removal and relocation. The total cost of reduction, removal or relocation of nonconforming signage shall equal, as nearly as is practical, 75 percent of the value of the new or enlarges conforming signage, or the cost necessary to bring all signage on the premises into conformance with this section, whichever is the lesser requirement.

3. The provisions of Items 2 & 3 of this section do not apply to temporary signs or to illegal signs. Temporary signs that do not comply with the requirements of this Title shall be removed within 90 days after notification of the sign's nonconformity.

5-12-9 VIOLATIONS

Should any sign not be applied for or installed, erected, constructed, maintained or removed in violation of any of the terms of this chapter, the Building Official of the City of Wendell shall notify, in writing, the owner or lessee of such sign to apply for, alter maintain or remove the sign. If the owner or lessee of any such sign fails to apply for, alter, maintain or remove the sign in accordance with the notice to the Building Official within ten days of the receipt of the written notice, the failure to comply with such notice shall be deemed a misdemeanor.