



Zoning Permit for a Sign Application

Please complete the Application and supply the following documents to the Zoning Official. A thoroughly completed Application with the required documents will provide the Zoning Department with the information required to return a well-informed decision in order to issue a zoning permit.

- Completed Application (on reverse side)
- Color photographs of the building and area where the sign is to be located.
- Elevation drawings of the proposed sign location, drawn as near as possible to scale and being easily understandable, including windows and doorways, roof lines, current signage and all other related changes.
- Drawing showing the design of the proposed sign; the size, character and color of letters, lines and symbols; method of illumination; the exact location of the sign in relation to the building and property lines; and the details and specifications for construction.
- Submit description of the proposed materials to be used.
- Submit a color board showing proposed colors of sign, lettering, and any logos
- Any other items you feel are necessary to help the Zoning Department make a decision.
- Name of sign contractor/company _____

All items listed above must be submitted to the Zoning Department. Incomplete applications will be returned to the applicant. Please supply any additional information that you feel is pertinent to the request. Approvals are valid for six months from the time the approval is granted.

Chapter 1259 "Signs" of the Whitehouse Codified Ordinances is attached. If you have questions or need assistance, please contact Village staff at 419-877-5383.

For office use only:

Zoning Permit Fee payable to Village of Whitehouse: \$ 20.00 Paid on _____

Design Review Board approval needed? _____ Next meeting date: _____

Application for a Zoning Permit for a Sign

Date: _____

Owner of proposed sign: _____ Phone No. _____

Address: _____ Present Use: _____ Zoning District: _____

Mailing address (if different) _____

Property Owner (if different) _____

Type of Sign: Wall Mounted Projecting Ground Pole Temporary
 Balloon Other _____

Wording on proposed sign: _____

Describe proposed location: _____

Sign height _____ Width _____ Total square footage _____ Number of signs _____

Are there existing signs? List number of existing signs, size and wording: _____

Temporary signs are subject to Chapter 1259.08 (attached). Proposed dates for placement of a temporary sign: _____

Name of sign contractor: _____

Address: _____

Phone: _____ Email: _____

Comments: _____

NOTE: Projecting signs that hang over the public right-of-way and freestanding (pole or monument) signs will also require a building permit before being constructed or attached to a building or wall. A sign contractor, registered with the Village of Whitehouse, must apply for the permit and install the sign as indicated on the building plans submitted for review to the Chief Building Official (419-897-7075). The cost for a Sign Permit is \$75 and checks should be made payable to the City of Maumee.

Date plans submitted to Chief Building Official in Maumee: _____
Once a Zoning Permit has been issued by the Village of Whitehouse, it will be forwarded to Maumee to be included with the building permit and inspection process.

CHAPTER 1259 SIGNS

- 1259.01 Purpose
 - 1259.02 Applicability - Effect
 - 1259.03 Sign Area Calculation
 - 1259.04 Sign Location
 - 1259.05 Agricultural and Residential Districts
 - 1259.06 Commercial Districts
 - 1259.07 Industrial Districts
 - 1259.08 Temporary Signs
 - 1259.09 Exceptions
 - 1259.10 Prohibited Signs
 - 1259.11 Illumination
 - 1259.12 Inspection, Removal, Safety
 - 1259.13 Permits and Fees
 - 1259.14 Permit Not Required
-

1259.01 Purpose

The purpose of these sign regulations is to provide standards for the placement, display and use of signs. These standards are designed to enhance the aesthetic environment of Whitehouse; promoting business development through flexible regulation while encouraging innovation and creativity in sign design and usage; improve pedestrian and traffic safety; and minimize possible adverse effects of signs on nearby public and private property. It is the intent of the municipality to encourage low profile signs.

1259.02 Applicability - Effect

A sign may be erected, placed, established, painted, created, or maintained within the Whitehouse corporate limits only in conformance with the standards, procedures, exemptions, and other requirements of this resolution. The effect of these regulations as more specifically set forth herein, is:

- A. To establish a permit system to allow a variety of types of signs in commercial and industrial zones, and a limited variety of signs in other zones, subject to the standards and the permit procedures of this Section;
- B. To prohibit all signs not expressly permitted under this Section;
- C. To provide for the enforcement of the provisions of these regulations;
- D. To regulate the use of signs according to zone (A, R1-5, C1-4, M1-2) and the placement and scale of signs primarily by type, length of street frontage, and lot size.

- E. All nonconforming permanent signs existing at the time this regulation is adopted shall be permitted until such time as the business entity which created or commissioned the sign ceases to operate, transfers ownership, or substantially changes the primary use of the business, building, or property on which the sign is located.
- F. Variances requested for sign requirements shall be obtained only through action of the Board of Zoning Appeals as provided in Chapter 1242.

1259.03 Sign Area Calculation

Any business may utilize any combination of signs described, provided that all individual guidelines are met and ninety-six (96) square feet total is not exceeded. Signs may be of any geometrical shape. The area of a sign shall be measured as follows:

A. Projecting, Freestanding, and Wall/Roof Mounted Signs

1. In calculating the area of any double or multiple-faced sign, only the area of one (1) side shall count.
2. Projecting signs shall not exceed twenty (20) square feet of area.
3. Awning signs shall have a total area not to exceed one-half (.5) square foot for each lineal foot of the awning on which the sign will be displayed. The length of any awning sign shall not exceed two-thirds (2/3) of the length of the awning.
4. Ground and freestanding signs shall not exceed a total sign area of fifteen (15) square feet when the sign is located fifteen (15) feet from the curb or edge of street pavement. For each additional foot of set back from the curb or edge of street pavement, an additional three (3) square feet of sign area will be permitted up to a maximum of forty-five (45) square feet. The maximum height of any ground or freestanding sign shall not exceed eight (8) feet above ground level.
5. If the sign is composed of one (1) or more individual business signs in one structure, the area shall then be summed and totaled to determine total area. The measurable area shall include embellishments such as pole covers, framing, decorative roofing, and support structures. There shall be only one freestanding sign for each building, regardless of the number of businesses conducted in such building.
6. Wall or roof mounted signs.
 - a. The total signage area on an external wall or roof abutting a street shall not exceed two (2) square feet of signage area per lineal foot of such wall/roof.
 - b. The length of any wall/roof sign, or combination of signs, shall not exceed two-thirds of the length of the wall/roof upon which the sign or signs are placed.

- c. Where frontage is located on one (1) or more streets or alleys, only the sign computed with frontage on an abutting street or alley shall face that street or alley.
7. Menu Boards for restaurants with a drive through window may display one (1) menu board. A menu board shall meet the following requirements:
 - a) A menu board shall not be readable by traffic on adjacent streets.
 - b) A menu board shall be sufficiently screened for sight and sound from adjacent residential districts.
 - c) A menu board shall be single-faced only.
 - d) The maximum size for a menu sign shall be as outlined above for ground or wall mounted signs.
 - e) A menu board shall not be placed in front of the building setback line.
 - f) A menu board shall be located at least ten (10) feet from the nearest property line.
 8. Window signs permanently located on the window of any business or office, provided that the aggregate area of all such permanent signs shall not exceed more than 50% of the area of the window.

1259.04 Sign Location

- A. Location. No part of any sign shall be located in the public right-of-way or erected where it will be confused with traffic control devices or interfere with the field of vision of motorists using streets, alleys or driveways.
 1. Flat wall signs can be located anywhere on the surface of the building, but shall not extend above the top of the exterior walls.
 2. Roof signs can be located anywhere on the surface of the roof, but shall not extend above the roof line.
 3. Projecting and marquee signs.
 - a) Must have a minimum clearance of eight (8) feet above a sidewalk and fifteen (15) feet above driveways or alleys.
 - b) Projecting signs shall be located on the vertical surface of a building wall and shall not project more than five (5) feet from the building wall.
 - c) Marquee signs may be located on the face of the marquee and cannot project above the face.

- d) No projecting or marquee sign shall project above the top of the building wall.
 - e) Objects that demonstrate the type of business conducted in a particular building can be hung from the face of the building, provided that a licensed sign contractor has obtained the necessary building permit to demonstrate how the object will be attached to the building. Such object will be included in the total square footage for signage allowed per building / business. See 1259.03.
4. Ground and freestanding signs. There shall not be more than one (1) ground mounted or freestanding signs for each principal building. Such signs shall not block the view of oncoming traffic at any intersection. Such signs shall maintain a minimum set back from all lot lines for all parts of the sign, a distance equal to the height of the sign.
5. Awning Signs may be installed on an attached awning which projects beyond a building over a window, walkway or yard. Such sign will be a permanent part of the awning. An awning sign will not extend vertically or horizontally beyond the limits of the awning. The bottom of the awning sign shall be at least eight (8) feet above the sidewalk or grade at any point.
6. Window signs may be permanently located on the window of any business or office.
7. Pole banners may be professionally installed on light poles located in parking lots on privately owned property, without obtaining a sign permit, provided the following conditions are met:
- a) Poles must be located on private property and cannot be located within the public right of way.
 - b) No more than two banners per pole. The bottom of the banners must be located at least fifteen (15) feet above the driveway or parking lot.
 - c) Banners must be installed using arms/brackets designed for this purpose. Arms/bracket will be located on both the top and bottom of the banner to keep it in place.
 - d) Banners must be kept in good condition without rips, tears and shredding of fabric, so as to maintain a pleasing appearance.

1259.05 **Agricultural (A) and Residential Districts (S-1, R-1 through R-5)**

- A. No signs which contain a commercial message shall be permitted in an "A", "S", "R" or residence located in a "C" district, except for multiple family/apartment dwellings, approved special use facilities, and subdivision entrance signs.

- B. The rules concerning area and location as stated above shall be applied for signage permits requested for multiple family/apartment dwellings, special use facilities, and subdivision entrance signs in any "A", "S" or "R" district. Signs permitted for multiple dwellings/apartments shall be an identification sign, indicating the name, contact information, and address of the multiple family development.

1259.06 Commercial Districts (C-1 through C-4)

- A. These regulations apply to all signs whether advertising an activity kind of business, product, or service conducted on or off the premises on which the sign is located. No freestanding signs are allowed in the public right of way.
- B. Signs shall be identity signs which carry the name and/or logo of the firm, the major enterprise or the principal product or service offered for sale on the premises, or a combination of both. Signs permitted for multiple dwellings/apartments shall be an identification sign, indicating the name, contact information, and address of the multiple family development.

1250.07 Industrial Districts (M 1-2)

- A. Signs in Industrial Districts shall be in accordance with requirements cited for "C" Commercial Districts.

1259.08 Temporary Signs

The following signs shall be permitted anywhere within Whitehouse and shall conform with all yard requirements therein, and all signs, ground mounted or freestanding, shall not exceed a height of eight (8) feet above ground level, and permitted signs shall conform to the following cited requirements:

- A. Construction signs which identify the architects, engineers, contractors and other individuals or firms involved with the construction, during the construction period, to a maximum area of sixteen (16) square feet for each firm. The signs shall be confined to the site of the construction and shall be removed upon final occupancy. During construction, the sign may include advertisement of the building enterprise or the purpose for which the building is intended. Construction signs are not allowed in the right-of-way.
- B. Real estate signs advertising the sale, rental, or lease of the premises on which the signs are displayed, up to a total area of twelve (12) square feet. Such signs shall be removed within fourteen (14) days of the sale, rental, or lease. Real estate signs are not allowed in the right-of-way.
- C. Political campaign signs announcing the candidates seeking public political office and/or issues on the ballot, up to an area of thirty-two (32) square feet for each premise. These signs shall be confined within private property and removed within two (2) days after the election for which they were made. Political campaign signs are not allowed in the right-of-way.

- D. Window signs located inside the window of any business or office, provided that the aggregate area of all such temporary signs shall not exceed more than 15% of the area of the window.
- E. Temporary portable advertising signs and banners are allowed, provided:
 - 1. A temporary sign permit has been obtained prior to construction, erection, or use of such sign. The permit application must be accompanied by a drawing showing the overall dimensions of the proposed design; size, character and color of letters and symbols; and the exact location of the sign in relation to the building and property.
 - 2. A temporary sign permit will be issued for a term not to exceed thirty (30) days. Temporary sign and banner permits are renewable and will be issued for any business premises or location for a maximum total of four (4) individual permits in any calendar year.
- F. No sign shall be placed on any traffic signal or other traffic control signs or in the public right-of-way.
- G. A-frames are only allowed after obtaining a permit from the Zoning Inspector and under the following conditions:
 - 1. Maximum size is six (6) square feet per side with a maximum of two sides limited to one (1) sign per business.
 - 2. Must be collapsible and removed after business hours. Placement must be in front of the building in which the advertising business resides.
 - 3. Liability lies on the particular business the sign is advertising.
 - 4. May be placed in the public right-of-way, but must be placed in such a fashion as to not interfere with pedestrian traffic on sidewalks or traffic on streets.
- H. A-frame permits must be renewed annually on January 1.
- G. The Zoning Inspector may remove or order the removal of any sign erected or maintained in violation of Chapter 1259.08 of this code.

1259.09 Exceptions

The following types of signs are exempted from all the provisions of this chapter, except for the following requirements:

- A. Public signs of a non-commercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest and the like.

- B. Institutional signs setting forth any single announcement for any public, charitable, educational or religious institution, located entirely within the premises of that institution, up to an area of 24 square feet. Such signs may be illuminated in accordance with the regulations contained hereinafter. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall be no more than four (4') feet above ground level.
- C. Places of worship or school directional signs. Any bona fide church, religious sect, congregation, or school may erect up to three directional signs within the municipality subject to property owner approval. The location and size of the signs shall be approved by the Zoning Inspector.
- D. Integral signs. Names of buildings, date of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of the structure.
- E. Private traffic direction signs directing traffic movement onto a premise or within a premise, not exceeding three (3) square feet in area for each sign. Illumination of these signs shall be permitted in accordance with the section hereinafter included on illumination. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- F. Small signs (commercial and industrial areas) not exceeding two (2) square feet in area, attached flat against the building, stationary and not illuminated, announcing only the name and occupation of building tenant.
- G. Vehicle signs. If a vehicle is parked at such location in such a manner and for such a purpose as to constitute a use primarily intended for sign advertising purposes, then the regulations as to signs in the zoning district in which it is located shall be applied to include the sign on the vehicle.
- H. Farms. Names of occupants and other identification painted or otherwise made a part of the surface or roof of a barn or other accessory building pertaining to and identifying the owner and/or activity of the farm unit provided said identification is not for advertising purposes.
- I. Any traditional display in connection with the celebration of a national holiday, a religious holiday, or a community celebration, and the display of the American flag, or flag of other government entity respectfully displayed are hereby permitted.
- J. Garage sale, yard sale, and other similar signs may be erected during the days that such garage or yard sale is being conducted, provided that no such sign may be displayed for longer than 72 consecutive hours. Not more than three off-premises signs and one on-premises sign may be displayed for any garage or yard sale. No such sign shall be attached in any way to any utility pole, traffic or street sign post, or tree in or along any street right-of-way within the municipality.

- K. Street banners advertising a public entertainment or event are allowed over any municipal street or roadway provided:
1. A permit has been applied for and issued by the Zoning Official prior to construction. The permit fee, as set forth in the Schedule of Rates and Fees, shall be waived for any nonprofit organizations.
 2. Such banners are allowed thirty (30) days before and seven (7) days after the event.
 3. The placement of the sign must be in compliance with ODOT rules and regulations concerning height regulations over a public roadway or street.
 4. Proof of liability insurance must be presented to the Zoning Inspector with the permit application.

1259.10 **Prohibited Signs**

Prohibited are signs which:

- A. Contain statements, words or pictures of an obscene indecent or immoral character, such as will offend public morals or decency.
- B. Contain or are an imitation of an official traffic sign or signal or contain the words: "stop," "go slow," "caution," "danger," "warning," or similar words.
- C. Are of a size, location, movement, content, coloring or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal.
- D. Advertise an activity, business, product, or service not conducted on the premises upon which the sign is located.

1259.11 **Illumination**

- A. The light from any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness will not adversely affect surrounding areas. Light rays shall shine only upon the sign or upon the property within the premises and shall not spill over the property lines, in any direction, except by indirect reflection.
- B. No sign shall have blinding, flashing or fluttering lights or other illuminating devices such as a changing light intensity, brightness or color.
- C. No sign shall utilize moving patterns of light so as to convey an illusion of motion or animation.
- D. Electronic message boards, being changeable copy signs in which the copy consists of an array of lights, are permitted, provided the frequency of message change is not less than 20 seconds, that is all lights in a display shall activate simultaneously,

remain activated for not less than 20 seconds and deactivate simultaneously, no moving patterns of light are displayed and such sign complies with all other provisions of this chapter. No electronic message board shall be located on a parcel on which there exists a nonconforming, currently existing sign.

- E. Signs which electronically display only the time and temperature are exempt from the above, provided the frequency of message change is not less than five (5) seconds.
- F. Beacon lights and search lights are not permitted.
- G. No colored lights shall be used at any location or in any manner so as to be confused with or construed as traffic control devices.
- H. Neither the direct, nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.
- I. Illumination shall be so arranged as to reflect light away from residential premises and in such a manner so as not to cast glare.
- J. No exposed reflective type bulbs and no strobe light or incandescent lamp which exceeds 15 watts shall be used on the exterior surface of any sign so as to expose the face of the bulb, light or lamp to any public street or adjacent property.
- K. The provisions of this section shall apply not only to exterior signs, but also the interior signs which are designed or placed to show through windows or doors of buildings.

1259.12 Inspection, Removal, Safety

- A. Inspection. Signs for which a permit is required may be inspected periodically by the Zoning Inspector for compliance with this and other codes of the municipality.
- B. Maintenance. All signs, components, and grass and landscaping thereof shall be kept in good repair and in safe, neat, clean and attractive condition.
- C. Removal of Sign. The Zoning Inspector may order the removal of any sign erected or maintained in violation of this code. He shall give fifteen (15) days notice in writing to the owner of such sign, or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance. The Zoning Inspector may remove a sign immediately and without notice if, in his opinion, the condition of the sign is such as to present an immediate threat to the safety of the public. Costs incurred for removal shall be assessed to the property owner.
- D. Abandoned Exterior Signs. A sign shall be removed by the owner or lessee of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove it, the Zoning Inspector shall give the owner fifteen (15) days written notice to remove it. Upon failure to comply with this notice, the Zoning Inspector or his duly authorized representative may remove the sign at cost to the owner.

- E. Installation. No sign shall be installed in any manner which may endanger the safety of any pedestrian or motor vehicle.

1259.13 Permits and Fees

- A. Prior to construction or establishment of any sign which requires a permit, a permit shall be obtained from the Zoning Inspector. Each permit application shall be accompanied by a drawing showing the design proposed; the size, character and color of letters, lines and symbols; method of illumination; the exact location of the sign in relation to the building and property; and the details and specifications for construction.
- B. A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six (6) months after the date of the permit.
- C. Permit fees shall be paid to Whitehouse in accordance with the current Rate & Fee Schedule.

1259.14 Permit Not Required

The following operations shall not be considered as creating a sign and therefore shall not require a sign permit:

- A. Replacing Copy. The changing of the advertising copy or message on an approved painted or printed sign or billboard or on a theater marquee and similar approved signs which are specifically designed for the use of replaceable copy.
- B. Maintenance. Painting, repainting, cleaning and other normal maintenance and repair of a sign or a sign structure unless a structural change is made.