

SIGN ORDINANCE

ARTICLE 1. GENERAL PROVISIONS

10.01 Purpose

To protect and promote health, safety, general welfare and order within the city through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the type, numbers, size, structure, location, height, lighting, erection, use and/or display of devices, signs or symbols serving as a visual communication media to persons situated within or upon public rights-of-way or properties. The provisions of this subdivision are intended to encourage opportunity for effective, orderly communication by reducing confusion and hazards resulting from unnecessary and/or indiscriminate use of communication facilities.

10.02 Compliance and Permits

All signs hereafter erected, constructed or maintained, except official traffic and street signs, shall conform with the provisions of this Article and any other ordinances or regulations of the City. A sign permit shall be required for each sign, the fee for which shall be determined by a fee schedule established by resolution of the City Council. The following information shall be filed with the zoning administrator prior to issuance of a sign permit:

- A) A drawing of the proposed sign, or signs, showing dimensions and described materials, lettering, colors, illumination and support systems.
- B) A drawing of the building face and site plan showing the location of the proposed sign as necessary.
- C) Cross sections of the building face showing how the sign will be attached and how far it will extend from the building.
- D) A building sign plan for a building with more than one use or business, showing all signs.
- E) The location and size of existing site signage that will remain on the site.
- F) The name and address of the applicants; the location of the building, structure, or lot on which the sign is to be erected; the position of the sign in relation to nearby buildings or structures; the name of the person that will be erecting the sign; and, the written consent of the owner, if different from the applicant, of any land on which the sign is to be erected.
- G) Signs over eight (8) feet require engineered submittals.

10.03 General Requirements

- A) Electrical signs must be installed in accordance with the current electrical code.
- B) Every person regularly engaged in the business of erecting advertising and business signs in the city shall file a certificate of insurance with the Zoning Administrator before any sign permits are issued. This certificate shall verify a liability insurance policy issued by an insurance company authorized to do business in the State of Minnesota.
- C) It is unlawful to install, construct, erect, alter, revise, reconstruct or relocate any Sign as defined in this ordinance in the city without first obtaining a permit therefore as required by this ordinance, except as provided in Section 10.10.

10.04 Fees

- A) Payment Fees. The permit fee and other fees and charges set forth in this subdivision shall be collected by the city before the issuance of any permits.
- B) Fees Required. Sign applications and subsequent fees will be required for all signs which do not appear in the permitted and prohibited signs provisions of this chapter. Fees shall not be required for repairs of signs and sign structures.
- C) Initial Fee shall be set by resolution of the Council.
- D) Signs installed without obtaining permit prior to installation shall be subject to double permit fees.

10.05 Maintenance and Removal of Signs

- A) All signs must be maintained by the sign owner in a safe, neat, clean and attractive condition. A sign must be replaced or refurbished so as to restore the original appearance thereof whenever it begins to fade, chip or discolor, rust, ceases to be in good repair or becomes unsightly.
- B) Removal of signs will be governed by the following:
 - 1) On-premises signs shall be removed from the building and property by the owner of such property within 60 days after the use is terminated.
 - 2) Additionally, support posts and frames that no longer contain signage must be removed by the property owner within 12 months after written notification from the Zoning Administrator. Upon failure to comply with the notice within the specified time period, the Zoning Administrator is authorized to cause removal of such sign and support structures, and assess any expenses incidental to the removal of the same to the property owner.
 - 3) If the Zoning Administrator finds that any sign is unsafe, a detriment to the public, not maintained, or constructed, erected, or maintained in violation of the provisions of this Chapter, the sign owner shall be notified of the violation in writing personally or by U.S. Mail. If the sign owner fails to comply with the standards of this Chapter within 20 days after such notice is given or mailed, if no appeal is or if no owner, occupant, or agent can be found, such sign may be removed or altered to comply by the Zoning Administrator; provided, that for temporary signs, the notice and appeal period is seven days. The records showing the cost of such work attributable to each separate lot or parcel shall be delivered to the City Clerk. The amount so charged against said lot or parcel of land, together with a description of the premises and the name of alleged owner, will be certified to the County Auditor and will be collected in the same manner as taxes or special assessments against said premises. The charge shall be a perpetual lien on the premises until paid.

10.06 Sign Types Not Provided for Within Zoning Districts

Whenever in any zoning district a sign type is neither specifically permitted nor prohibited, the sign type shall be considered and not allowed. In such case the City Council, the Planning Commission or a property owner may request a study by the City to determine if the sign type is acceptable and if so, what zoning district would be most appropriate and the determination as to the conditions and standards relating to approval of the sign.

10.07 Administrative and Enforcement

If any temporary sign, promotional device or portable sign shall be unlawfully installed, erected or maintained in violation of any provisions of this section, the owner or the person or firm maintaining same shall, upon written notice by the Zoning Administrator, which may be posted on or immediately adjacent to the sign or device, make the sign or device conform to the provisions of this chapter, or shall remove it within 48 hours. If any order of the Zoning Administrator is not complied with, the Zoning Administrator may cause the sign to be removed at the expense of the owner or lessee. Signs or devices which the Zoning Administrator finds upon public streets,

ARTICLE 2. SIGNS IN DISTRICTS

10.08 Signs in Residential Districts

A) Within residential zoning districts, signs are permitted as follows:

District	Maximum Sign Area of Single Sign	Total Area of All Signs
R-1, R-2, R-3, R-4, R-M, and R-R	8 square feet per surface	18 square feet

B) Maximum Height: No sign shall exceed eight (8) feet above grade.

C) Setback: any sign exceeding two (2) square feet shall be set back 15 feet from any right-of-way line and ten feet from any residential (zoned) property line.

D) The following signs are not permitted in residential zoning districts:

- 1) Awning signs
- 2) Balloon Signs
- 3) Canopy Signs
- 4) Flashing Signs
- 5) Marquee Signs

E) Only allowed in RR District on property that is not used for residential

- 1) Pole Signs
- 2) Pylon Signs

F) R-B and B-1 districts equal one square foot for each foot on the width of the lot facing the street, up to 100 square feet. Each lot will be allowed one pylon or free-standing sign and one wall sign or two wall signs total.

G) Temporary non-illuminated signs identifying an engineer architect, contractor, or product engaged in or used in the construction of a building, provided that such signs shall not exceed twelve (12) square feet each in surface area and are not more than eight (8) feet in height; and provided that such signs are removed prior to occupancy of the building.

H) One identification sign, not to exceed 32 square feet in area, for the following uses: church, school, university or college, sanitarium, club, library, apartment building and/or complex or similar uses. Such signs shall be solely for the purpose of displaying the name of the institution or apartment building and/or complex and its activities or services. It may be illuminated, but not flashing. A second sign may be permitted if located at a primary entrance on a major thoroughfare.

I) Directional signs not to exceed four square feet in surface area for the following uses: church, school, university or college, hospital, sanitarium, club, library or similar use, provided that each shall be limited to one such sign per major thoroughfare approach. No such sign shall be allowed on minor residential streets.

- 1) Home occupations signs are permitted per residential business as follows:
- 2) One non-illuminated identifications sign
- 3) Does not exceed four (4) square feet per sign.

10.09 Signs in Non-Residential Districts

A) Sign options for Industrial districts

- 1) Up to two (2) signs, either two wall signs or one pylon and one wall sign. Each wall sign must be on separate frontage street walls.
 - 2) Signs shall be determined by taking 20% of the front gross silhouette area up to 300 square feet. Pylon sign size is also determined using the chart in 10.18.
 - 3) An additional pylon sign may be installed to the same size or less of the first pylon sign if a sufficient road frontage of two hundred (200) feet is present. The additional pylon size must not be larger than the first pylon sign.
- B) Setback: any portion of any sign exceeding two square feet shall be set back 15 feet from any right-of-way line and ten feet from any residential (zoned) property line.
- C) Revolving signs by conditional use permit, must rotate at eight or less constant speed revolutions per minute and the bottom of the sign must be at least 15 feet above the street grade if located within 30 feet of a corner formed by the intersection of street property lines and at least 12 feet above the street grade if located beyond 30 feet of a corner formed by the intersection of street property lines.
- D) Illuminated signs, which includes dynamic displays, electronic changeable copy signs, electronic graphic display signs, and time and temperature signs, but excluding flashing signs and video display signs, shall be allowed subject to the limitations in Article 3.
- E) A conditional use permit shall be granted to the entire shopping center for one monument sign to be located at each main entrance to the shopping center.
- 1) No Store Sign may exceed 50 square feet in display surface area.
 - 2) If a site has multi-tenant buildings, they shall be allowed 120 square feet in display surface area for each sign, provided that no single tenant has more than 50 square feet of display surface area on each sign.
 - 3) No Sign may exceed 12 feet in height above grade.
 - 4) The Sign may be illuminated and may contain a dynamic display.
 - 5) The ground area around the base of each sign must be landscaped with shrubs and landscaping in a surface area equal to at least 50 percent of the sign's display surface area. Landscaping materials shall be selected that will withstand the environmental conditions of the site and provide seasonal interest.
- F) Window signs may be placed in the window area of business operations subject to a limitation of 40% coverage of the total glass area for the main entrance of the operation.

ARTICLE 3. SPECIFIC SIGN STANDARDS

10.10 Exempt Signs

These exemptions, however, shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance, and its compliance with the provisions of this ordinance or any other law or ordinance regulating the same.

The following signs shall be excused from the regulations of this chapter, as long as the following general sign regulations are met:

- A) Real estate signs, not exceeding twenty (20) square feet in area for commercial, industrial, and multi-family residential properties and nine (9) square feet in area for single and two-family residential properties, advertising only the sale, rental, or lease of the premises upon which said signs are located, provided that:
- 1) Only one (1) such sign is displayed per street frontage.
 - 2) The maximum height shall not exceed eight (8) feet for commercial, industrial, and multi-family residential properties and four (4) feet for single and two-family residential properties.

- 3) The sign is set back at least ten (10) feet from the curb or edge of pavement.
 - 4) The sign shall be removed within fourteen (14) days after the completion of the advertised sale or lease.
 - 5) Open-house signs. Provided that it does not exceed a maximum of four (4) square feet in area per side and not more than four (4) feet in height; and provided further, that all open house signs must be removed by 7:00 p.m. of the last day that the property is being shown.
- B) Governmental signs, including but not limited to, traffic control and other regulatory purpose signs, street signs, informational signs, danger signs, and railroad crossing signs.
- C) Political campaign signs. Political campaign signs in accordance with Minnesota Statute 211B.045, provided that no such sign be located within one hundred (100) feet from any polling site or be placed within the public right-of-way. Every campaign sign must contain the name and address of persons responsible for such sign, and that person shall be responsible for its removal. Signs may be posted 30 days before a special election and remain in place for no more than ten days after the special election for which they are intended. All signs shall be confined to private property. The city may remove and destroy unsightly signs or remove signs after the ten-day limit and assess the fee of \$1 per sign.
- D) Holiday signs. Displayed for a period not to exceed 60 days.
- E) Construction or development signs, not to exceed fifty (50) square feet in area or eight (8) feet in height, denoting the architect, engineer, or contractor for a project under construction, excluding any work being done at a single or two-family residential lot, provided that only one (1) such sign shall be permitted per major street frontage. Such signs shall be removed within fourteen (14) days when the particular project is completed. One sign shall be permitted for each major street the project abuts. No sign may exceed 50 square feet.
- F) Construction signs, not exceeding twenty (20) square feet in area for commercial, industrial, and multi-family residential properties and nine (9) square feet in area for single and two-family residential properties, denoting the architect, engineer, or contractor for a project under construction, provided that only one (1) such sign shall be allowed per lot. Signs are to be located, provided that:
- 1) Only one (1) such sign is displayed per street frontage.
 - 2) The maximum height shall not exceed eight (8) feet for commercial, industrial, and multi-family residential properties and four (4) feet for single and two-family residential properties.
 - 3) The sign is set back at least ten (10) feet from the curb or edge of pavement.
 - 4) Such signs shall be removed within fourteen (14) days after completion of the project.
- G) Informational/directional signs. Shall not be larger than twenty (20) square feet and shall conform to the location provisions of the specific district.
- H) Off-premises institutional signs. Provided that, it does not exceed a maximum of two (2) square feet, it is located on private property off of any public right-of-way consistent with location provisions applicable to the specific district, it is not located in such a manner as to materially impede the view of any street or highway intersection or in such a manner as to materially impede the view of the intersection of a street or highway with a railroad crossing, and it is limited to one sign of this type per lot.
- I) Garage or Yard sale signs not to exceed six (6) square feet and three feet in height.
- 1) One (1) on-site sign and two (2) off-premise signs, with permission of the property owner, shall be allowed.
 - 2) No such sign shall be placed within the public right-of-way, utility pole or located on any other public property; the City has the right to remove any of signs placed in those locations. If it is installed on property other than the property having the sale, the property owner having the garage, yard or estate sale must have the permission of the property owner where the sign is installed.

- 3) All such signs are permitted for a maximum of four days for each occurrence and must be removed and such signs shall be removed by 7:00 p.m. of the last day of garage, yard or estate sale.

10.11 Prohibited Signs

The following signs are prohibited in all zoning districts.

- A) Abandoned signs or expired business signs.
- B) Roof signs.
- C) Mylar or metallic balloons displayed or flown outside.
- D) Vehicle signs.
- E) Signs posted within the public right-of-ways and public property and any sign which obstructs the vision of drivers or pedestrians or detracts from the visibility of any official traffic control device, excluding Directional Signs and Signs expressly allowed herein and by other governmental agencies.
- F) Any revolving light, flashing beacon light and strobe light.
- G) Any sign or device illuminated in such a manner as to simulate or obscure an official traffic sign or signal except that private on-premises directional signs shall not be permitted.
- H) Any sign which contains or consists of pennants, ribbons, streamers, strings of light bulbs, spinners or similar devices.
- I) Portable and temporary signs that are not defined in this chapter.
- J) Signs which are attached in any manner to trees, fences, utility poles or other such permanent supports, except for those signs found on fences (inside) of baseball parks.
- K) Signs painted, attached or in any other manner affixed to trees, rocks, or similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures.
- L) Any sign which contains information, whether written or graphic, that is obscene in nature.

10.12 Non-Conforming Signs

- A) The following are non-conforming signs:
 - 1) Prohibited signs.
 - 2) All other signs not prohibited that do not conform to the provisions of this subdivision.
- B) A non-conforming sign may not be:
 - 1) Changed to another non-conforming sign.
 - 2) Structurally altered except to bring into compliance with the provisions of this subdivision.
 - 3) Expanded.
 - 4) Re-established after its removal for 30 days.
 - 5) Re-established after damage of more than 50% of sign replacement cost, except to bring into compliance.
- C) All non-conforming and prohibited signs shall be removed or brought into conformity with this chapter after notification in writing within the following time periods:
 - 1) Any sign in violation of prohibited signs: 30 days.

- 2) For all other non-conforming signs: Five (5) years.

10.13 Temporary and Portable Signs

Permits are required for display of temporary and portable signage that is in compliance with the standards specified below.

- A) No signs shall exceed 32 square feet in size nor shall any part of the sign face or the sign support structure be more than eight feet above final grade.
- B) All portable signs shall be limited to a period of time not to exceed 30 consecutive days with a maximum cumulative posting of the signs not exceeding 120 days in any calendar year.
- C) No sign or promotional device shall be placed or located in such a manner that prevents the driver of a vehicle from having a clear and unobstructed view, from an adequate and safe distance, of any official sign or approaching or merging traffic.
- D) No sign or promotional device shall be placed or located in such a manner as to materially impede the view of any street or highway intersection or in such a manner as to materially impede the view of the intersection of a street or highway with a railroad crossing.
- E) No sign or promotional device shall be placed or located within a "public right-of-way", which shall mean the area on, below or above a public roadway, highway, street, cartway, bicycle lane and public sidewalk in which the local government unit has an interest, including other dedicated rights-of-way for travel purposes.
- F) Temporary Signs
 - 1) All temporary signs or promotional devices shall be allowed off-site with the permission of the property owner.
- G) Portable Signs
 - 1) No portable sign shall be placed or located off-site.

10.14 Sandwich Board Signs

The sign is displayed on-premises, is well maintained, and is secured in a manner to prevent being blown uncontrollably by the wind.

- A) *Within the Central Business District (B-4).* Sandwich board signs are permitted upon the sidewalks subject to the following:
 - 1) The signs are permitted only during the hours the business is open to the public and must be removed at the conclusion of business hours.
 - 2) The signs shall be placed no closer than two feet from the back of the street curb.
 - 3) The signs shall be no more than eight (8) square feet in area on each side, no more than four (4) feet in height and no more than three (3) feet in width.
 - 4) There shall be no electrical service to the signs.
 - 5) All signs shall be removed for snow removal and are not allowed to be frozen to the ground.
- B) *Within all Other Nonresidential Districts.* Sandwich board signs are permitted subject to the following:
 - 1) The signs are permitted only during daylight hours and must be removed prior to sunset.
 - 2) The signs shall be no more than eight (8) square feet in area on each side, no more than four (4) feet in height, and no more than three (3) feet in width.
 - 3) The cumulative posting of all such signs shall not exceed 120 days in any calendar year.

- 4) If not placed or located on-premises, the signs shall not be placed or located on any property without the permission of the property owner.
- 5) There shall be no electrical service to the signs.
- 6) No such sign shall be placed or located in such a manner that prevents the driver of a vehicle from having a clear and unobstructed view, from an adequate and safe distance, of any official sign or approaching or merging traffic.
- 7) No such sign shall be placed or located in such a manner as to materially impede the view of any street or highway intersection or in such a manner as to materially impede the view of the intersection of a street or highway with a railroad crossing.

10.15 Canopies, Marquees and Fixed Awnings

Canopies, marquees and fixed awnings are an integral part of the structure to which they are attached. They are allowed in the Non-Residential Districts if they meet following requirements and the applicable square footage requirements.

- A) An awning, canopy or marquee may not project into the nearer than 30 inches to the street curb or curb line, with three (3) feet being the largest width of an awning, canopy or marquee.
- B) Awnings, canopies or marquees may have no part of the structure other than supports nearer the ground surface than seven feet.
- C) The architectural style of the awning, canopy or marquee may be consistent with the building being served.
- D) Awnings, canopy or marquees projecting into the required yards may not be enclosed except with a transparent material permitting through vision.
- E) Fuel Pump Canopy Signs. Signs may be placed on two faces of a fuel pump canopy. Canopy signs are limited to a business logo and/or graphic design not to exceed 10 percent of each canopy face area or 24 square feet on each canopy face, whichever is greater. Canopy signage will be deducted from the permitted wall signage area for the business. Fuel pump canopy signs must not project above or below the canopy area. Dynamic displays are not permitted on fuel pump canopies.

10.16 Banners

Banners are permitted when securely fasted to the building on all four corners with wall anchors. Banners are also allowed on ground level, secured so that the banner is not waving or moving. The surface area of the banner shall be included in the total square footage of the allowable signage for an entire site.

- A) Ground level banner signs are displayed on-premises, is well maintained, and is secured in a manner to prevent being blown uncontrollably by the wind.
- B) The sign is displayed for a special event or promotion and shall not be in place for more than a total of sixty (60) calendar days. Only one type of temporary sign is displayed per zoning lot or property under separate management or control at any given time.
- C) Building banner signs must be attached to the principal building by anchors or on ground level on the property in such a manner to limit waving or movement, and at no time shall the total area of all temporary banner signs displayed per zoning lot exceed one hundred (100) square feet.
- D) Exterior Banner signs shall be prohibited in the Central Business District.

10.17 Billboards

- A) Billboards shall conform to the general district and height restrictions as outlined in this Chapter except that they may only be located along major highways and not exceed 300 square feet in area.
- B) Billboards shall be set back a minimum distance of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same side of freeway.

- C) In order to reduce the potential of adverse visual impact upon abutting residential uses, billboards shall be located no closer than 100 feet from any residentially zoned property and shall be screened in accordance with minimum city standards. All permit applications for billboards shall be accompanied with landscaping plan which shall be subject to the approval of the Zoning Administrator.

10.18 Pylon Signs

- A) Located in commercial or industrial districts, any portion of any sign exceeding two square feet shall be setback ten (10) feet from any right-of-way line and ten feet from any residential zoned property line.
- B) Area, Height Regulations of pylon signs is thirty (30) feet. All height restrictions on signs shall include height of the structure.

Lot Frontage (linear ft.)	Area (sq. ft.)
0-50	50
51-100	100
101-150	150
151-200	200

- C) Application.
- 1) The level at which the sign control system applies is determined by the type of road, as defined above, which directly abuts the subject property.
 - 2) Bottom of sign must be 15 feet above the street grade if located within 30 feet of a corner formed by the intersection of street property lines and at least 12 feet above the street grade if located beyond 30 feet of a corner formed by the intersection of street property lines.
 - 3) In the case of subject property directly abutting more than one road, each designated by a different road and classification type, the less restrictive classification shall apply in determining sign area and height.
 - 4) Actual sign height is determined by the grade of the road from which the sign gains its principal exposure.
 - 5) Area as determined by the table herein, applies to one face of a two-faced pylon sign or two faces of a four-faced sign and the like.

10.19 Dynamic Displays

Dynamic Displays on Signs are allowed subject to the following conditions:

- A) Dynamic Displays are allowed only on Monument and Pylon Signs in non-residential zoning districts. No Dynamic Display shall be permitted on a parcel with less than 100 feet of frontage upon a public right-of-way. For the purpose of this requirement, the aggregate of all frontages shall be calculated, including frontages on which the Dynamic Display is not located.
- B) No Dynamic Display may exceed 32 square feet in area on a single Sign face and shall not occupy more than 35 percent of the actual copy and graphic area of the Sign face. The remainder of the Sign must not have the capability to have a Dynamic Display even if it is not being used. Only one contiguous Dynamic Display area is allowed on a Sign face.
- C) The bottom of the sign must be at least 15 feet above the street grade if located within 30 feet of a corner formed by the intersection of street property lines and at least 12 feet above the street grade if located beyond 30 feet of a corner formed by the intersection of street property lines.
- D) A Dynamic Display must not change or move more often than once every 8 seconds.

- E) The images and messages displayed on a Dynamic Display must be static, and the transition from one static display to another must be instantaneous and without any special effects.
- F) The images and messages displayed on a Dynamic Display must be complete in themselves, without continuation in content to the next image or message or to any other Sign.
- G) Every line of copy and graphics on a Dynamic Sign visible from a road must be at least seven inches in height. If there is insufficient room for copy and graphics meeting these requirements, then no Dynamic Display is permitted. The text of the sign must be limited to ten words to allow passing motorists to read the entire copy with minimal distraction.
- H) Dynamic Displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the Sign owner must immediately stop the Dynamic Display when notified by the city that it is not complying with the standards of this ordinance.
- I) Must not be primarily red, amber or green in color and must not contain words such as "Stop, Go, Slow, Caution" or similar words.
- J) Dynamic Display Brightness Standards.
 - 1) In no case shall the luminance from a Dynamic Display exceed 500 NITS between sunset and sunrise and 5,000 NITS between sunrise and sunset.
 - 2) All signs with Dynamic Displays shall be equipped with an ambient light sensor and an automatic dimmer control that automatically controls the brightness to comply with these requirements.
- K) Dynamic Displays existing on the effective date of this ordinance that do not meet the structural requirements or operational standards above may continue as a Non-Conforming Sign. An existing Dynamic Display that cannot meet minimum font size requirements must use the largest size possible for one line of copy to fit in the available space.

10.20 Wall Signs

Wall signs are allowed subject to the following conditions:

- A) Wall signs placed or painted on the exterior walls of buildings shall not extend beyond the wall surface.
- B) Wall signs attached to and projecting from the exterior walls of buildings shall not extend beyond 18 inches of the wall surface and shall not cover more than 15% of that business's wall.
- C) Wall Signs shall not extend more than twelve (12) inches above the parapet line of the building.
- D) Lighting of wall signs. Externally illuminated or back lit letters are allowed, but no internally illuminated signs are allowed.
- E) When a number of small wall signs are grouped together, such as at the entrance of an interior mini-mall, those signs must be arranged in a framework or common display system which gives the impression of a single, larger sign. Type styles may differ but the method of construction and illumination and the display format (individual letters vs. panel) must be the same.

ARTICLE 4. SIGN VARIANCES

10.21 Sign Variances

Sign variances will follow the process designated in Chapter 3 Administration and Enforcement, Article 9 Variances. However the general provision provided below deal with sign variances.

- A) *Application for sign variance.* An application for a sign variance shall be filed with the Zoning Administrator on an approved form and shall be accompanied by the required fee, as established by City Council resolution, and the following:

- 1) A drawing showing the proposed location of the sign and the location of all existing signage on the premises.
- 2) A drawing indicating the size, color, content, and materials of the sign, as well as the method of construction and attachment to the building or to the ground.
- 3) Engineering data showing the structure is designed to accommodate dead load and wind pressure, in any direction, in the amount required within this chapter, when specifically requested by the Zoning Administrator.