

MUNICIPALITY OF GERMANTOWN
APPLICATION FOR SIGN PERMIT
75 North Walnut Street
Germantown, Ohio 45327
937-855-7255 Phone
937-855-3215 Fax

Date: _____

Sign Location Address: _____

Property Owner: _____ Phone Number: _____

Applicant (if other than property owner): _____

Applicant's Address: _____ Phone Number: _____

Zoning District: _____ Sign Dimensions: _____ x _____ square feet

Materials Used in Sign Construction: _____

Wording on Sign: _____

Type of Sign: () Permanent () Sign Relocation

Date

Signature of Applicant

*****OFFICE USE ONLY*****

() Approved

() Approved with Conditions

() Disapproved

Permit No. _____

Permit Fee: 15.00

Date Paid: _____

Conditions/Comments: _____

Date

Zoning Compliance Officer

Municipality of Germantown
Application for Zoning Permit
75 North Walnut Street
Germantown, Ohio 45327

Phone (937) 855.7255 Fax (937) 855.3215

Date: _____

Property Address: _____ Property ID Number: _____

Property Owner: _____ Phone Number: _____

Applicant (if other than property owner): _____

Applicant's Address: _____ Phone Number: _____

Complete Description of Proposed Construction and /or Use: _____

Provide a detailed diagram or plot plan showing all dimensions of the lot, location of existing buildings, and location of proposed construction. Show distances existing buildings and proposed buildings are from all lot lines. A scaled diagram may be required along with additional information as the Municipal Manager or designee deems necessary. The property owner understands that the application, diagram and other information presented for the above construction and/or use shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substantiating same. **The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required before the commencement of any use or occupation of any building. This permit will expire within one year of issuance if construction has not commenced.**

Signature of Property Owner

Signature of Applicant

OFFICE USE ONLY

Zoning District: _____

Date Reviewed: _____

Lot in Floodplain: Yes () No ()
(If Yes, is used exempt?) Yes () No ()

Approved () Disapproved ()

Easement on Property: Yes () No ()
(If Yes, does it affect application?) Yes () No ()

Permit No: _____

Zoning Fees: 15.00

Signature of Zoning Compliance Officer

*If applicable, reason application was denied: _____

MUNICIPALITY OF GERMANTOWN

75 North Walnut Street, Germantown, OH 45327

Phone (937) 855-7255 Fax (937) 855-3215

BUILDING PERMIT APPLICATION

FOR INFORMATION CALL: (888) 433-4642

(CHECK ONE) RESIDENTIAL: _____ COMMERCIAL: _____

APPLICATION DATE: _____ EST. PROJECT COST: \$ _____ TOT. SQ. FEET: _____ LOT #: _____

SITE ADDRESS: _____ TENANT'S NAME _____

PROJECT DESCRIPTION: _____

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE & FAX NUMBERS
PROPERTY OWNER				
GENERAL CONTRACTOR				
HVAC / ELEC CONTRACTOR (if applicable)				
ARCHITECT				

CHECK PERMIT TYPES REQUESTED: (Check all that apply)

BUILDING _____ HVAC _____ ELECTRIC _____ CHANGE OF USE / OCCUPANCY _____ SIGN _____ OTHER _____

NEW CONSTRUCTION _____ ADDITION _____ ALTERATION / REMODEL _____ ACCESSORY STRUCTURE / POOL _____

FIRE SUPPRESSION SYSTEM: _____ FIRE ALARM SYSTEM: _____ KITCHEN EXHAUST HOOD: _____

3 RESIDENTIAL OR 4 COMMERCIAL SITE AND BUILDING PLANS ATTACHED?: _____ ZONING? _____ FLOODPLAIN? _____

COMMERCIAL ONLY:.....USE GROUP: _____ CONSTRUCTION TYPE: _____ OCCUPANT LOAD: _____

The Applicant being the Owner or Owner's Agent has submitted construction plans, specifications, and plot plans that are incorporated into and made part of this application. In consideration of the granting of the permit hereby requested, the Applicant agrees to ensure the related work is completed in accordance with the terms of the permit and applicable State and local laws and regulations. The Applicant acknowledges it is the responsibility of the Applicant to verify and comply with all easements, rights of way and plat covenants and restrictions of record affecting the said property. Applicant will notify the Building Inspector upon start of construction, call for required inspections and will not use or occupy the structure until a Certificate of Occupancy or Completion (full or conditional) has been issued by the Building Inspector.

I certify that I have examined this application and all information in this application is true and correct.

APPLICANT'S NAME (PLEASE PRINT): _____ PHONE: _____

EMAIL ADDRESS _____ FAX _____

APPLICANT'S SIGNATURE: _____ DATE: _____

***** OFFICE USE ONLY *****

DEPOSIT \$ _____ RECEIVED BY _____ REFERENCE _____

APPROVED / NOT APPROVED _____ DATE _____ ZONING APPROVAL _____ DATE _____

CHAPTER 1139
Signage

1139.01	Intent.	1139.10	Business signs.
1139.02	Governmental signs excluded.	1139.11	Wall signs pertaining to nonconforming uses.
1139.03	General requirements for all signs and districts.	1139.12	Sign setback requirements.
1139.04	Permit required.	1139.13	Maintenance.
1139.05	Signs permitted in all districts not requiring a permit.	1139.14	Nonconforming signs and structures.
1139.06	Temporary signs.	1139.15	Loss of legal nonconforming status.
1139.07	Political signs.	1139.16	Violations.
1139.08	Measurement of sign area.	1139.17	Abandoned signs.
1139.09	Advertising signs.		

CROSS REFERENCES

Posting without owner consent - see GEN. OFF. 541.08
"No solicitor" signs - see BUS. REG. 725.02

1139.01 INTENT.

The intent of this Section is to promote and protect the public health, welfare, and safety by regulating existing and proposed outdoor advertising, outdoor advertising signs, and outdoor signs of all types. It is intended to protect property values, create a more visually 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 clutter, distraction, 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 by permitting signs which are compatible with their surroundings.

(Ord. 00-30. Passed 6-5-2000.)

1139.02 GOVERNMENTAL SIGNS EXCLUDED.

For the purpose of this Zoning Code, "sign" does not include signs erected and maintained pursuant to and in discharge of any governmental function, or required by any law, ordinance, or governmental regulation.

(Ord. 00-30. Passed 6-5-2000.)

1139.03 GENERAL REQUIREMENTS FOR ALL SIGNS AND DISTRICTS.

The regulations contained in this Section shall apply to all signs and all zoning districts.

- (a) Any illuminated sign or lighting device shall employ only light emitting 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 an illuminated sign or lighting device be placed or directed so as to permit the beams and illumination therefrom to be directed or beamed upon a public thoroughfare, highway, sidewalk, or adjacent premises so as 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. This item and item (a) shall not apply to any sign performing a public service function indicating time, temperature, or similar services.
- (c) All wiring, fittings, and materials used in the construction, connection, and operation of electrically illuminated signs shall be in accordance with the provisions of the Montgomery County Building and Electrical Codes.
- (d) No sign shall be placed on the roof of any building, except those signs whose supporting structure is screened so the sign appears to be a continuation of the face of the building.
- (e) No portable or temporary sign shall be placed on the front or face of a building or on any premises, except as provided in Section 1139.06 Temporary Signs.
- (f) No sign or part thereof shall contain or consist of banners, posters, pennants, ribbons, streamers, spinners, or other similar moving devices if the use of such materials is determined to create a traffic hazard.
- (g) No sign erected or maintained in the window of a building, visible from any public or private street or highway, shall occupy more than 20% of the window surface.
- (h) 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 access to any fire escape.
- (i) Should any sign be or become unsafe or be in danger of falling, the owner thereof or the person maintaining the same shall, upon receipt of written notice from the Municipal Manager, proceed at once to put such sign in a safe and secure condition or remove the sign.
- (j) No sign shall be placed in any public right-of-way except publicly-owned signs, such as traffic control signs and directional signs. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter, shall be permitted on any property.
- (k) All signs shall be so designed and supported as to carry the weight of the sign, and shall comply with any applicable Building Code.
- (l) All signs shall be so constructed and supported that they will withstand a wind pressure of at least 30 pounds per square foot of surface, and will be otherwise structurally safe.
- (m) No sign of any kind shall be attached to or supported by a tree, utility pole, trash receptacle, or public shelter.

- (n) No sign shall be attached in such manner that it may interfere with any required ventilation openings.
- (o) No sign shall be located on a vacant lot, except for the purpose of advertising the lot for sale or lease, or for such purpose as the notification of present danger or the prohibition of trespassing.
- (p) No sign shall be located nearer than 8 feet vertically or 4 feet horizontally from any overhead electrical wires, conductors, or guy wires or as established in the National Electric Code, whichever standard is greater.
- (q) No vehicle or trailer may be parked on a business premises or a lot for the purpose of advertising a business, product, service, event, object, location, organization, or the like.
- (r) All signs must be on-premises signs. Outdoor advertising and off-premises signs are not permitted within the Municipality unless approved by the BZA.
(Ord. 00-30. Passed 6-5-2000.)

1139.04 PERMIT REQUIRED.

(a) No person shall locate or maintain any sign, or cause a sign to be located or maintained, unless all provisions of this Section have been met. To assure compliance with these regulations, a Zoning Permit issued pursuant to this Zoning Code shall be required for each sign unless specifically exempted in this Section.

(b) A sign initially approved for which a permit has been issued shall not be modified, altered, or replaced, nor shall design elements of any building or lot upon which such sign is maintained be modified, altered, or replaced if any such design element constituted a basis for approval of such sign unless a new or amended permit is obtained consistent with these regulations.

(c) The repainting, changing of parts, and preventive maintenance of signs shall not be deemed alterations requiring a Zoning Permit.
(Ord. 00-30. Passed 6-5-2000.)

1139.05 SIGNS PERMITTED IN ALL DISTRICTS NOT REQUIRING A PERMIT.

The following signs shall be permitted in all districts without the required permit:

- (a) Signs advertising the sale, lease, or rental of the premises upon which the sign is located, shall not exceed 12 square feet in area, except in all residential zoning districts where the area of the sign shall not be more than 6 square feet.
- (b) Professional nameplates shall not exceed 4 square feet in area.
- (c) Signs denoting the name and address of the occupants of the premises, not to exceed 2 square feet in area.
- (d) Signs or bulletin boards customarily incidental to places of worship, libraries, museums, schools, social clubs, or societies, which signs or bulletin boards shall not exceed 15 square feet in area and which shall be located on the premises of such institution.

- (e) Any sign advertising a commercial enterprise, including real estate developers or subdividers, in a district zoned residential shall not exceed 12 square feet in area and shall advertise only the names of the owners, trade names, products sold and/or the business or activity conducted on the premises where such sign is located.
(Ord. 00-30. Passed 6-5-2000.)

1139.06 TEMPORARY SIGNS.

Temporary signs not exceeding 50 square feet in area, announcing special public or institutional events, the erection of a building, the architect, the engineer, the builders, or contractors may be erected for a period of 60 days plus the construction period. Such signs shall comply with all requirements of this Zoning Code.
(Ord. 00-30. Passed 6-5-2000.)

1139.07 POLITICAL SIGNS.

No political sign shall be erected or posted on public property within the Municipality, nor shall any political signs be posted in a public right-of-way. All political signs must be maintained in good repair. Should any sign become unsafe or dilapidated, the sign shall immediately be repaired or replaced by the installer, however, notwithstanding the foregoing, any sign which becomes unsafe or dilapidated may be removed upon written notice from the code official. The maximum size of any political sign shall be 8 sq. ft. if located on a residential property, and 50 sq. ft. if located on a non-residential property. Any political sign which references a candidate or issue which is the subject of an election shall be removed within three days subsequent to said election by the installer.
(Ord. 10-56. Passed 1-18-11.)

1139.08 MEASUREMENT OF SIGN AREA.

The area of a sign face shall be computed by means of the smallest circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the back drop or structure against which it is placed, but not including any supporting framework or housing.
(Ord. 00-30. Passed 6-5-2000.)

1139.09 ADVERTISING SIGNS.

A sign which directs attention to a business, commodity, service, or entertainment conducted, sold, or offered elsewhere than on the lot where displayed on only incidentally on such lot. (See Section 1123.03, Illustration- Exhibit H.)

- (a) Advertising signs are considered to be principal uses because they are generally freestanding and their content or message does not necessarily relate to a remaining use of the parcel on which they are located. As principal uses, advertising signs shall be set back from the established right-of-way line of any street at least as far as the required front yard depth for a principal building in the district where located. However, more than one such sign may be permitted on a lot or parcel in conjunction with other principal uses permitted in the district where located, subject to the following provisions:

- (1) One advertising sign may be placed on a lot or parcel in conjunction with another principal use, including an advertising sign attached to a building; however, attached advertising signs shall not exceed the height of the roof line of the building.
 - (2) Two advertising signs may only be placed back-to-back using common supports or otherwise physically attached to one another provided; however, that no more than two advertising signs shall be attached together.
 - (3) Two or more detached advertising signs may be placed on the same parcel provided that no other principal use occupies the parcel and all advertising signs are at least 300 feet apart, including advertising signs on adjacent parcels and across street right-of-way.
- (b) No advertising sign or structure shall be permitted which faces the front or side lot line in any Residential District within 100 feet of such lot line, or which faces any public parkway, public square, or entrance to any park, educational institution, private or special school, library, church, or similar institution within 300 feet thereof.
 - (c) Under no circumstances shall an advertising sign be located within any right-of-way.
 - (d) Advertising signs once erected in accordance with the provisions of this Section are not subject to further regulation unless structural size or sign alterations are contemplated. The changeable copy nature of such signs are exempt from permits for such changes.
 - (e) An advertising sign shall not exceed 400 square feet in area or 45 square feet in height.
(Ord. 00-30. Passed 6-5-2000.)

1139.10 BUSINESS SIGNS.

No exterior business sign shall be erected unless it is accessory to a permitted use in the district in which the lot or parcel is located. All business signs shall be classified as one of the following: an attached sign, a detached sign, an architectural canopy sign, or an enter/exit sign.

- (a) Attached Signs are signs which are physically attached to a building or fixed awning. (See Section 1123.03, Illustration- Exhibit E.)
 - (1) The total area of all attached signs shall not exceed in the aggregate 1 square foot of area for each linear foot of lot width.
 - (2) An attached sign shall project not more than 4 feet horizontally from a building facade.
 - (3) An attached sign shall project not more than 3 feet above the average height of the roof of the structure involved. However, no sign shall be erected on a roof.
 - (4) An attached sign may project downward from a fixed awning only so far as shall allow 9 feet of vertical clearance from the ground to the bottom of the sign.

- (b) Detached Signs are signs which are not attached to a building, advertise an on-premises business or activity, and are 25 feet or less in height. There shall not be more than one detached business sign per business activity along each street frontage the use abuts. Where commercial uses are located on the same property with common features, such as shopping centers or commercial complexes, all such business signs shall be supported by only one structure per lot with street frontage. (See Section 1123.03, Illustration - Exhibit G.)
- (1) Shall not be located on or project over any right-of-way or required setbacks;
 - (2) Shall not be larger than 100 square feet in area based on one side;
 - (3) Shall not be higher than 25 feet in height;
 - (4) Shall not obstruct or adversely affect vision clearance or traffic visibility;
 - (5) Shall not be closer than 25 feet to the adjacent lot; and
 - (6) Of a portable or temporary nature may be permitted in addition to permanently mounted detached signs, subject to the following provisions:
 - A. All portable and/or temporary signs shall comply with Section 1139.06 Temporary Signs and no such sign shall be permitted in the right-of-way of any street or alley.
 - B. The area of portable or temporary signs shall not exceed 50 square feet in area.
 - C. Not more than one portable or temporary sign shall be permitted for an individually-owned lot.
 - D. It shall be the applicant's or owner's responsibility to maintain portable or temporary signs in good condition and to remove such signs when the time limit for the sign has expired.
 - E. The maximum height for a temporary or portable sign shall be 6 feet and such signs shall not obstruct or adversely affect traffic visibility.
 - F. Portable and/or temporary business signs shall be permitted for a period not to exceed 3 weeks, a maximum of 4 times per year.
- (c) Architectural Canopy Signs are signs which are attached to a building with the message integrated into the canopy surface. (See Section 1123.03, Illustration-Exhibit F.)
- (1) The total area of all architectural canopy signs shall not exceed in the aggregate 2 square feet of area for each linear foot of building frontage and, if combined with attached signs, the total area of all signage shall not exceed in the aggregate 3 square feet of area for each linear foot of building frontage.
 - (2) In applying sign area limits, only the area occupied by the sign message will be used. The sign area shall be the rectangular space occupied by lettering or insignia and the space immediately surrounding such lettering or insignia.

- (3) An architectural canopy sign shall project not more than 3 feet horizontally from a building facade over a public right-of-way, and not more than 6 feet horizontally from a building facade over private property.
 - (4) An architectural canopy sign shall have a minimum clearance of 9 feet above the sidewalk grade or edge of roadway grade nearest the sign and shall not be located closer than 2 feet from the curb of any roadway.
 - (5) Architectural canopy signs shall be limited to single-story buildings or to the first level only of multi-story buildings, unless otherwise authorized by the BZA.
 - (6) Overall height should not exceed 3 feet above the average height of the roofline or the parapet wall of the building to which it is attached, and should not exceed the allowable building height for that zoning district.
 - (7) Principal graphics, copy, logos, etc. shall be limited to the face or street side of the structure.
 - (8) When an electric awning sign covers multiple store fronts, each store or tenant shall be allowed copy space no more than 80% of their store width in order to maintain adequate separation of tenant spaces.
- (d) Enter/Exit Signs may be permitted in addition to detached business signs, subject to the following provisions:
- (1) All enter/exit signs shall comply with Section 1139.05 Signs Permitted in All Districts Not Requiring a Permit and no such sign shall be permitted in the right-of-way of any street or alley.
 - (2) The area of enter/exit signs shall not exceed 2 square feet in area.
 - (3) Not more than one enter sign and one exit sign shall be permitted for each lot. Corner lots may be permitted one additional enter and one additional exit sign provided there is an access to the public street on both street frontages.
 - (4) No lettering or sign message other than "enter" or "exit" shall be permitted. The use of logos may be permitted if approved by the BZA.
 - (5) The maximum height for an enter/exit sign shall be 3 feet and such signs shall not obstruct or adversely impact traffic visibility.
(Ord. 00-30. Passed 6-5-2000.)

1139.11 WALL SIGNS PERTAINING TO NONCONFORMING USES.

On-premises wall signs pertaining to a nonconforming use shall be permitted on the same premises of such use, provided the area of such sign does not exceed 12 square feet.
(Ord. 00-30. Passed 6-5-2000.)

1139.12 SIGN SETBACK REQUIREMENTS.

Except as otherwise provided in this Section, on-premises signs, where permitted, shall be set back from the established right-of-way line of any street at least 10 feet. No off-premises signs shall be permitted.

- (a) Real estate signs and bulletin boards for a church, school, or any other public, religious, or educational institution may be erected not less than 10 feet from the established right-of-way line of any street or highway provided such sign or bulletin board does not obstruct traffic visibility at street or highway intersections.
- (b) On-premises signs, where permitted, shall be erected or placed in conformity with the side and rear yard requirements of the district in which located, except that in any residential district, on-premises signs shall not be erected or placed within 10 feet of a side or rear lot line. If the requirement for a single side yard in the appropriate zoning district is more than 10 feet, the latter shall apply.
- (c) Except where setback requirements do not provide adequate space.
(Ord. 00-30. Passed 6-5-2000.)

1139.13 MAINTENANCE.

All signs shall be maintained in safe and sound structural condition at all times and shall be presentable. The Municipal Manager shall remove any off-premises advertising signs or structure found to be unsafe or structurally unsound within 30 days of issuing a notification. The Municipal Manager shall remove any on-premises sign which is determined to be unsafe or structurally unsound within 10 days of issuance of notification.
(Ord. 00-30. Passed 6-5-2000.)

1139.14 NONCONFORMING SIGNS AND STRUCTURES.

Advertising signs and structures in existence prior to the effective date of this Zoning Code which violate or are otherwise not in conformance with the provisions of this Zoning Code shall be deemed nonconforming. All such legal nonconforming signs and structures shall be maintained in accordance with this Code. The burden of establishing the legal nonconforming status of any advertising sign or structure shall be upon the owner of the sign or structure.
(Ord. 00-30. Passed 6-5-2000.)

1139.15 LOSS OF LEGAL NONCONFORMING STATUS.

A legal nonconforming sign shall immediately lose its legal nonconforming status, and therefore must be brought into conformance with this Zoning Code or be removed, if the sign structure is altered; or if it is enlarged, relocated, or replaced; or if it is part of an establishment which discontinues operation for 90 consecutive days; or if it is structurally damaged to an extent greater than one-half of its estimated replacement value. This Section does not apply to changes in sign copy or sign panel replacements. Similarly, any legal nonconforming advertising structure so damaged must be brought into compliance or be removed.

1139.16 VIOLATIONS.

In case any sign shall be installed, erected, constructed, or maintained in violation of any of the terms of this Zoning Code, the Municipal Manager shall notify in writing the property owner thereof to alter such sign so as to comply with this Zoning Code. Failure to comply with such notification shall be deemed a violation of this Zoning Code. Any signs erected in the right-of-way may be removed by the Municipal Manager.
(Ord. 00-30. Passed 6-5-2000.)

1139.17 ABANDONED SIGNS.

A sign shall be considered abandoned:

- (a) When the sign is associated with an abandoned use.
- (b) When the sign remains after the termination of a business. A business is considered to have ceased operations if it is closed to the public for at least 90 consecutive days.
- (c) When the sign on its immediate premises is not adequately maintained and the repairs or maintenance ordered are not effected within the specified time.
- (d) Upon determination that the sign is abandoned, the right to maintain and use such sign shall terminate immediately and the Municipal Manager shall issue an order for the sign to be removed within 30 days. Any abandoned sign still standing after 30 days following an order for removal may be removed by the Municipality and the cost of the removal billed to the owner of the property.
(Ord. 00-30. Passed 6-5-2000.)

