



## City of Hawthorne Sign Permit Application

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Business/Organization \_\_\_\_\_

Sign Location Address \_\_\_\_\_

Current Zoning of Property \_\_\_\_\_ Home Occupation? Y / N

\_\_\_\_ Check here if you are the owner of the property where the sign will be placed. If you are not the property owner, please provide a letter from the property owner granting permission to place a sign on the premises.

Sign type:

- \_\_\_\_ Monument sign
- \_\_\_\_ Attached sign
- \_\_\_\_ Billboard
- \_\_\_\_ Banner sign
- \_\_\_\_ Temporary sign for a special event
- \_\_\_\_ Changeable copy sign (marquee, readerboard, or electronic message sign)
- \_\_\_\_ Political Signs (Each political candidate or campaign leader must obtain permits to erect signs anywhere in the City. A deposit of \$50 is required but there is no cost for the permit)
- \_\_\_\_ Other \_\_\_\_\_

Will this sign be illuminated? \_\_\_\_ No \_\_\_\_ Yes, from the interior \_\_\_\_ Yes, from attached or ground lighting

Sign Height: \_\_\_\_\_ feet Sign Area: \_\_\_\_\_ square feet

Please attach:

- For freestanding signs: Site plan that includes a description of the sign and includes setbacks from streets, sidewalks, and property lines
- Drawing of sign showing dimensions
- Letter of permission to use property from property owner, if applicable
- Copy of occupational license, if applicable

On behalf of the business/organization applying for this permit, I have the authority to make this application; have received and reviewed a copy of the City's Rules and Regulations pertaining to signs; and acknowledge agreement with the City's Rules and Regulations.

\_\_\_\_\_  
Applicant Signature

**To be completed by the City:**

Application Fee Paid (circle one) Yes No       Permit Approved     Permit Denied

\_\_\_\_\_  
Kelly Moosbrugger, City Planner

\_\_\_\_\_  
Date

## Rules and Regulations

### A permit is NOT required for the following signs:

- A. Public safety signs
- B. Unlit real estate signs or open house signs of six square feet or less
- C. Memorial signs not exceeding six square feet
- D. Instructional signs
- E. Construction signs provided the signs are unlit and the total signage does not exceed 32 square feet in area.
- F. Flags. A maximum of three flags on the premises no taller than 40 feet.
- G. Membership signs provided the sign does not exceed one-half square foot.
- H. Building address numbers.
- I. Open and closed signs not to exceed four square feet in area.
- J. Signs within buildings which are not visible from a public street or sidewalk.
- K. Unlit occupational signs for home occupations, attached to the building.
- L. Standard sized menus mounted on the wall in cabinets at the entrance to restaurants.
- M. Menu boards for drive-through facilities of no more than 20 square feet each.
- N. Signs required by an authorized governmental entity including decals affixed to fuel pumps.
- O. Change of copy on a permitted changeable copy or electronic sign no more than once within a 24-hour period
- P. Directional signs not to exceed four feet in height and six square feet.
- Q. Unlit yard signs expressing political preferences, six square feet or less in area.
- R. Unlit religious symbols or identification emblems of religious orders not exceeding three square feet in sign area.
- S. Temporary garage sale signs with a maximum area of three square feet.
- T. Signs carried by an individual bearing no advertising.
- U. Sandwich signs or portable signs erected by a food, drink, or retail establishment, displayed during business hours.
- V. Signs on vehicles, as long as the sign does not exceed five square feet.
- W. Holiday lights, decorations or displays.
- X. Banners or temporary signs for the purpose of advertising sales or help wanted, 32 square feet in area or less.

### Prohibited Signs:

- A. Animated signs.
- B. Flashing signs.
- C. Snipe signs.
- D. Pole signs.
- E. Sandwich sign and portable signs except as specifically permitted by this Section.
- F. Beacon lights.
- G. Signs located or attached to trash receptacles, gutters or benches.
- H. Signs on public property.
- I. Immoral displays of any statement, work, character, or illustration of an obscene, indecent or immoral nature.
- J. Obstructions that would impede ingress and egress through any door or emergency exit of any building.
- K. Streamers, spinners and pennants, ribbons, balloons or similar devices except as provided for by these regulations.
- L. Advertising vehicles, trailer, floating device, boat, barge or other vehicle that is visible from a public right-of-way, which has attached to it any sign advertising a product, conveying messages or directing people to a business.
- M. Signs which emit smoke, vapor, particles, odor or sounds.
- N. Parasite signs.
- O. Illegal signs.
- P. Fence signs.
- Q. Inflatable signs except as provided for in these regulations.
- R. Mobile trailer signs.
- S. Off-premises signs, except as provided for in these regulations.
- T. Roof signs.
- U. Revolving signs.
- V. Advertising flags.

**Permitted Signs:**

**Multiple-family dwelling (three or more units) and residential subdivision entrances.** One two-sided monument sign at the entrance of the subdivision or complex not exceeding 24 square feet in sign surface area and not exceeding six feet in height above finished grade is permitted. A second entrance to the subdivision may have a second sign.

**Nonresidential subdivision entrance.** One two-sided monument sign not exceeding 32 square feet in sign surface area and not exceeding six feet in height above finished grade on each street side from which the subdivision is entered shall be permitted. Such sign shall contain no interior illumination.

**Residential care facility, community residential home or day care facility.** One unlighted attached sign not exceeding ten square feet in sign surface area per premises containing a residential care facility, community residential home or a day care facility.

**Agricultural use.** One attached sign not exceeding 12 square feet in sign surface area and one ground mounted sign not exceeding 32 square feet in sign surface area and not exceeding 12 feet in height above grade on each street side on a parcel containing uses indicated in the land use regulation schedules as agricultural provided such agricultural uses are located within an Agricultural zoning district.

**Commercial, automotive, miscellaneous business and services, industrial, agricultural processing establishments and transient lodging and entertainment.** Signs identifying the name and type of activity conducted on the same premises shall be permitted for all uses indicated in land use regulation schedules as commercial, automotive, miscellaneous business and services, industrial, agricultural processing establishments and transient lodging and entertainment [and] shall be subject to the following provisions:

**1. Attached signs (wall, window and canopy signs).**

- a. Single-occupant buildings. Each single-occupant building may have 1 square feet of attached signage per lineal one foot of primary building facade length up to a maximum of 150 square feet of total attached sign area.
- b. Multi-tenant buildings. Each unit in an existing multi-unit building that has an individual separate entrance to the exterior of the building may have attached signage not to exceed 1 1/2 square feet per lineal one foot of tenant storefront facade length. No more than one attached sign per tenant is permitted. Anchor occupants in a multi-tenant building, where the anchor exceeds 100 feet of building frontage, may have 1 1/2 square feet of attached signage per lineal one foot of primary building facade length up to a maximum of 150 square feet of total attached sign area. In addition, a single-occupant building may have one attached sign per primary customer entrance up to a maximum of three attached signs, 50 square feet each.

**2. Monument signs.** Monument signs shall be constructed pursuant to the following regulations:

- a. Maximum permitted height and area of monument signs.  
TABLE INSET:

Right-of-Way Width (feet)	Maximum Area Each Face Monument Sign (square feet)	Maximum Height of Monument Sign (feet)
0--75	32	6
76--120	64	10
Over 120	128	12

- b. Number of signs. One sign may be constructed on the street frontage containing the primary entrance to the premises.
- c. Monument signs may consist of any combination of identification or directory signage.
- d. Developments that are located on corner lots may have a second monument sign on the secondary street.
- e. Developments with a street frontage exceeding 400 linear feet may have a second monument sign on the frontage provided that the second monument sign does not exceed eight feet in height and 48 square feet in total sign area.

***Off-premises signs***

- a. Billboard signs are regulated by Chapter 479 of the Florida Statutes, as may be amended from time to time, and the Florida Department of Transportation administrative regulations.
- b. Off-premises signs, not considered billboards regulated by Chapter 479 of the Florida Statutes, as may be amended from time to time, and the Florida Department of Transportation administrative regulations, may be erected in any zoning district except residential.
  1. There shall be a maximum of 2 off-site advertising or directional signs for each business or institution. Only 1 sign per sign structure is permitted, which may be single- or double-faced.
  2. Non-billboard off-site signs shall be monument signs.
  3. The maximum sign surface area for non-billboard off-site signs shall be up to 32 square feet.
  4. The maximum sign height for non-billboard off-site signs shall be 8 feet.
  5. The minimum setback for off-site signs shall be 5 feet from the nearest right-of-way line.
  6. Off-premises directional signs shall not be illuminated.
  7. No off-site directional sign shall be located on any property without the consent of the owner, holder, lessee, agent, or trustee.

***Changeable copy signs.*** Any changeable copy including, but not limited to, gas prices, movie listings and service schedules for houses of worship shall be included in the allowable square footage of an attached or monument sign. All changeable copy signs shall be compatible in background color and style with other signs on the premises.

**Illuminated Signs:**

All lighting for signage shall comply with the following regulations:

A. *Externally illuminated signs.*

1. Lighting fixtures shall be aimed and shielded so that light is directed only onto the sign face and not aimed at adjacent streets, roads or properties and so that the source of light is not visible from any point off the premises.
4. No colored lights shall be used at any location so as to be confused with traffic control devices.
5. Lighted signs that abut residential zones shall be designed, placed and landscaped in such a manner so that the lighting does not trespass onto residential properties and so that the source of light is not visible off the premises.

B. *Internally illuminated signs.*

1. Internally illuminated signs do not require shielding.
4. No colored lights shall be used at any location so as to be confused with traffic control devices.
5. Lighted signs that abut residential zones shall be designed, placed and landscaped in such a manner so that the lighting does not trespass onto residential properties.

C. *Prohibited lighting.* The following types of lighting are prohibited:

1. Lighting or motion resembling traffic or directional signals.
2. Warnings or other similar devices which are normally associated with highway safety or regulations.
3. Lighting or signs which constitute a safety hazard or hindrance because of light, glare, focus, animation, flashing or intensity of illumination. Lighted signs shall be designed and located so as to prevent direct glare or hazardous interference of any kind to adjoining streets or properties.
4. High-intensity lights such as beacon lights, spotlights, searchlights or floodlights.
5. Prisms, mirrors or polished reflecting surfaces used for the purpose of augmenting intensity of light sources.
6. High-intensity lights, laser lights or stroboscopic lights.

D. *Nonconforming.* All nonconforming illumination, scintillation, flashing and related lighting devices shall be removed, eliminated or terminated by January 1, 2015.