WHAT YOU WILL NEED FOR A SIGN PERMIT

1. Completely fill out the sign permit application (see directions)
2. Provide the sign company information (the company making the sign)
3. Provide a copy of a deed showing ownership of the property (Warranty , Quit Claim, or survivorship Deed)
4. Provide the property map and parcel number
5. Provide Sign Design Sheet that includes measurements and square footage of proposed signs

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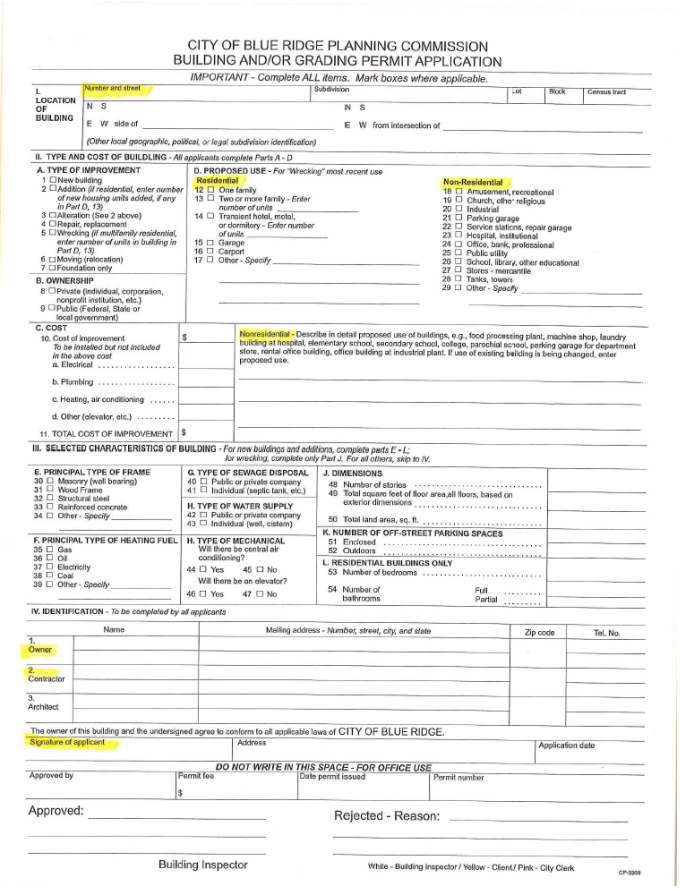

CITY OF BLUE RIDGE PLANNING COMMISSION
BUILDING AND/OR GRADING PERMIT APPLICATION

IMPORTANT - Complete ALL items. Mark boxes where applicable.

I. LOCATION OF BUILDING — Number and street | Subdivision | Lot | Block | Census tract

N S E W side of _____ N S E W from intersection of _____

(Other local geographic, political, or legal subdivision identification)

II. TYPE AND COST OF BUILDING - *All applicants complete Parts A - D*

A. TYPE OF IMPROVEMENT
1 ☐ New building
2 ☐ Addition *(if residential, enter number of new housing units added, if any in Part D, 13)*
3 ☐ Alteration (See 2 above)
4 ☐ Repair, replacement
5 ☐ Wrecking *(if multifamily residential, enter number of units in building in Part D, 13)*
6 ☐ Moving (relocation)
7 ☐ Foundation only

B. OWNERSHIP
8 ☐ Private (individual, corporation, nonprofit institution, etc.)
9 ☐ Public (Federal, State or local government)

D. PROPOSED USE - *For "Wrecking" most recent use*

Residential
12 ☐ One family
13 ☐ Two or more family - *Enter number of units* _____
14 ☐ Transient hotel, motel, or dormitory - *Enter number of units* _____
15 ☐ Garage
16 ☐ Carport
17 ☐ Other - *Specify* _____

Non-Residential
18 ☐ Amusement, recreational
19 ☐ Church, other religious
20 ☐ Industrial
21 ☐ Parking garage
22 ☐ Service stations, repair garage
23 ☐ Hospital, institutional
24 ☐ Office, bank, professional
25 ☐ Public utility
26 ☐ School, library, other educational
27 ☐ Stores - mercantile
28 ☐ Tanks, towers
29 ☐ Other - *Specify* _____

C. COST
10. Cost of improvement *To be installed but not included in the above cost*
a. Electrical ..... $
b. Plumbing .....
c. Heating, air conditioning .....
d. Other (elevator, etc.) .....
11. TOTAL COST OF IMPROVEMENT $

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

III. SELECTED CHARACTERISTICS OF BUILDING - *For new buildings and additions, complete parts E - L; for wrecking, complete only Part J. For all others, skip to IV.*

E. PRINCIPAL TYPE OF FRAME
30 ☐ Masonry (wall bearing)
31 ☐ Wood Frame
32 ☐ Structural steel
33 ☐ Reinforced concrete
34 ☐ Other - *Specify* _____

F. PRINCIPAL TYPE OF HEATING FUEL
35 ☐ Gas
36 ☐ Oil
37 ☐ Electricity
38 ☐ Coal
39 ☐ Other - *Specify* _____

G. TYPE OF SEWAGE DISPOSAL
40 ☐ Public or private company
41 ☐ Individual (septic tank, etc.)

H. TYPE OF WATER SUPPLY
42 ☐ Public or private company
43 ☐ Individual (well, cistern)

H. TYPE OF MECHANICAL
Will there be central air conditioning?
44 ☐ Yes 45 ☐ No
Will there be an elevator?
46 ☐ Yes 47 ☐ No

J. DIMENSIONS
48 Number of stories .....
49 Total square feet of floor area,all floors, based on exterior dimensions .....
50 Total land area, sq. ft. .....

K. NUMBER OF OFF-STREET PARKING SPACES
51 Enclosed .....
52 Outdoors .....

L. RESIDENTIAL BUILDINGS ONLY
53 Number of bedrooms .....
54 Number of bathrooms Full ..... Partial .....

IV. IDENTIFICATION - *To be completed by all applicants*

	Name	Mailing address - *Number, street, city, and state*	Zip code	Tel. No.
1. Owner				
2. Contractor				
3. Architect				

The owner of this building and the undersigned agree to conform to all applicable laws of CITY OF BLUE RIDGE.

Signature of applicant _____ Address _____ Application date _____

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE

Approved by | Permit fee $ | Date permit issued | Permit number

Approved: _____ Rejected - Reason: _____

Building Inspector

White - Building Inspector / Yellow - Client / Pink - City Clerk

CP-5999

1) **Location:** Provide the physical address of where the proposed sign will be placed upon approval
2) **Proposed Use:** What is the property zoned (Residential or Non-Residential) and what is the proposed use of the property?
3) **Non-Residential:** This section must be filled out regardless of zoning. In this space please provide the following information: a) how many signs are proposed, b) the type of each sign (wall, ground, window, roof, pole, etc.) If you are unsure refer to Article 17 that is attached. c) provide the square footage and measurements of each sign proposed
4) **Owner:** Provide the property owners information
5) **Contractor:** Provide the property owners information
6) **Signature of applicant:** Application must be signed by the property owner. If this is not possible, see information below.

- The property owner must sign the permit application. If this is not possible, the property owner must give written consent addressed to the City of Blue Ridge.
- Payment is expected at the time of application. Your check should be made payable to the City of Blue Ridge. We do not accept Credit or Debit Cards.
- No signs should be placed without an approved sign permit. A receipt is not a permit.

*Please allow up to a twenty (20) day review period, please plan accordingly

Schools, Private, Parochial and other Elementary. Any places for teaching children grades one to eight, inclusive, which are not a part of the State of Georgia, but which teach the subjects commonly taught in the common elementary schools of the state.

Schools, Public. Any place for teaching children grades kindergarten to twelve inclusive and no other, and a part of the public school system as defined by the laws of the State of Georgia.

Self-Service Storage Facility. A building consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods or contractors supplies.

Service Station. See 'Motor Vehicle, Service Station'

Setback Line. That line that is the required minimum distance from the street right-of-way line or any other lot line that establishes the buildable area within which the principal structure must be erected or placed. (Figure 10)

Sewage Treatment System, Public or Community. Any sewage treatment system, including pipe lines or conduits, pumping stations, force mains and all other construction, devices, and appliances appurtenance thereto, designed for treating or conducting sewage for treatment and disposal into lakes, streams, or other bodies of surface water.

Sexual Activities. Includes any of the following: 1) Actual or simulated sexual intercourse, oral copulation, anal copulation, bestiality, direct physical stimulation of unclothed genitals, flagellation or torture in the context of a sexual relationship, or the use of excretory functions in the context of a sexual relationship, and any of the following sexually oriented acts or conduct: anilingus, buggery, coprophagy, coprophilia, cunnilingus, fellatio, necrophilia, pederasty, pedophilia, piquerism, sapphism, zooerasty; 2) Clearly depicted human genitals in a state of sexual stimulation, arousal or tumescence; 3) Use of human or animal ejaculation, sodomy, oral copulation, coitus, or masturbation; 4) Fondling or touching of nude human genitals, pubic region, buttocks or female breast; 5) Torture; 6) Erotic or lewd touching, fondling or other sexual contact with an animal by a human being; 7) Masochism, erotic or sexually oriented beating or the infliction of pain; or 8) Human excretion, urination, menstruation, vaginal or anal irrigation.

Shopping Center. A group of three (3) or more commercial establishments planned, constructed and managed as a total entity with customer and employee parking provided on-site, provision for goods delivery separated from customer access, aesthetic considerations and protection from the elements.

Sign. A name, identification, description, display or illustration which is affixed to, painted or represented, directly or indirectly, upon a building, structure, parcel or lot and which directs attention to an object, idea, information, directions, product, place, activity, person, institution, organization or business. The term sign shall not be deemed to include official court, governmental notices, traffic warning or control devices or street signs.

Sign Display Area. The area made available on the sign structure for the purpose of displaying a message. a) The area shall be considered to include all lettering, wording, and accompanying design and symbols, together with the background, whether open or enclosed, with or without

trim, on which they are displayed, but not including any supporting framework and bracing which are incidental to the display itself; b) for a sign painted or applied to a building, the area shall be considered to include all lettering, wording, and accompanying design and symbols, together with the background of a different color than the natural color of the building; c) where the sign consists of individual letters or symbols attached to or painted on a surface, building, canopy, awning, wall, or window, the area shall be considered to be the smallest rectangle or other geometric shape which encompasses all of the letter or symbols.

Sign, Animated. Any sign or part of a sign which changes its physical position by any movement or rotation or which gives the visual impression of such movement or rotation.

Sign, Banner. A temporary sign intended to be hung either with or without frames, possessing letters, characters, illustrations, or ornamentations applied to paper, plastic, or fabric of any kind. National flags, flags of political subdivisions, and symbolic flags of any institution or business shall not be considered banners for the purpose of this article.

Sign, Bench. A sign located on any part of the surface of a courtesy bench or seat, trash cans, water fountains, and similar devices and structures offered for the public without charge.

Sign, Billboard. any free-standing sign used as an outdoor display for the purpose of making anything known where the total sign display area is larger than one hundred forty (140) square feet and not greater than four hundred (400) square feet and which is visible or is intended to be visible from a State of Federal highway. Such signs shall also be known synonymously as outdoor advertising signs.

Sign, Canopy. A sign affixed to, imposed upon, or painted on any roof-like structure either permanently or temporarily extended over a sidewalk or walkway, which can be mounted flush or suspended. A flush canopy sign is one that is mounted in such a manner that a continuous plane with the canopy is formed. A hanging canopy sign is one suspended from beneath the canopy. See Figure 9: Signs.

Sign, Double Faced (Back-to-Back). A structure with two parallel, or nearly parallel signs, back-to-back, and located not more than twenty-four (24) inches from each other at the narrowest point.

Sign, Electronic Message Board. A free-standing sign that uses the changing lights, regardless of type, to form written or graphic messages wherein the sequence of messages, graphics and the rate of change is electronically programmed and can be modified by electronic processes.

Sign, Freestanding. A permanently affixed sign which is wholly independent of any building for support.

1) **Ground Sign**. A freestanding sign which has its bottom edge directly attached to the ground or no more than one (1) foot above the ground and the maximum height of such sign is no greater than four (4) feet. **(Figure 9)**

2) **Pole Sign.** A freestanding sign with the display area more than four (4) feet above the ground mounted on one or more poles or other supports.

Sign, Ground. See "Freestanding Sign."

Sign, Illuminated. Any sign lighted by artificial lighting either by lights on or in the sign. An illuminated sign also includes neon signs.

Sign, Marquee. Any sign attached to and made part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

Sign, Non-conforming. A sign which was lawfully erected but no longer complies with local or state regulations due to changes in local or state law or changes in rules and regulations since the date of the erection of the sign.

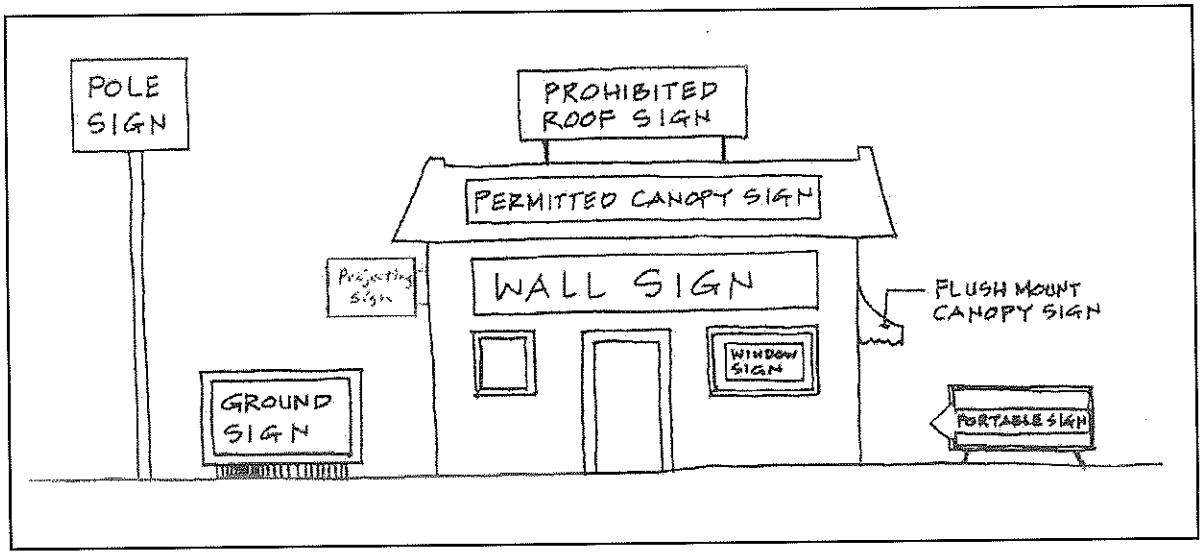

FIGURE 9: SIGNS

Sign, Pole. See "Freestanding Sign."

Sign, Portable: A sign that can be moved from place to place that is not permanently affixed to a building, structure or the ground, including but not limited to:

Signs with wheels removed;
Signs with chassis or support constructed without wheels;
Signs designed to be transported by trailer or wheels;
A- or T-frame signs;
Menu, sandwich or sidewalk type signs;
Searchlight stands, and

Signs painted or attached on air-inflated hot-air, or gas-filled balloons.

Sign, Projecting. A sign that is wholly or partly dependent upon a building for support and which projects more than twelve (12) inches from such building, but not including marquee or roof mounted signs.

Sign, Roof. A sign that is attached, or mounted permanently on the roof of a building or which is wholly dependent upon A building for support and which may or may not project above the eave line of a building with a gambrel, gable or hip roof, the deck line of a building with a mansard roof, or projects above the building with a flat roof. **(Figure 9)**

Sign, Stacked. A structure of two vertically adjacent signs with their display areas orientated in the same direction.

Sign, Temporary. A sign or advertising display constructed of cloth, canvas, fabric, plywood, cardboard with waterproof finish, or other light material and designed or intended displayed for a short period of time.

Sign, V-Shaped. A structure of two signs in the shape of the letter "V" when viewed from above having their display areas oriented in opposite directions at an angle not greater than ninety (90) degrees.

Sign, Wall. A sign painted or fastened to the wall which is an integral part of the building or structure, and which shall project not more than twelve (12) inches from the wall of such building or structure. **(Figure 9)**

Sign, Window. A sign that is applied or attached permanently to the exterior or interior of a window or located in such manner within a building that it can be seen from the exterior of the structure through a window. **(Figure 9)**

Solar Access Easement. A recorded easement, the purpose of which is to secure the right to receive sunlight across real property of another for continued access to sunlight necessary to operate a solar energy system.

Solar Array. A number of photovoltaic modules or panels that generate solar electricity, assembled or connected to provide a single electrical output.

Solar Array Tracking. A solar array that follows the path of the sun to optimize the amount of solar radiation received by the device. A solar tracking array racking may be ground mounted or building mounted.

Solar Energy. Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector in the form of heat or light by a solar collector or solar energy system.

Solar Energy Facility (Farm). The area of land devoted to solar energy system installation. A solar energy facility may include an interconnection with the local utility power grid for distribution to more than one property or consumer in the electricity market as a commercial

same street as such lot, is less than the minimum required setback, the setback on such lot may be the average of the existing setbacks.

3.8-3 Side Yards.

a. For the purpose of the side yard regulations, a group of business or commercial buildings separated by common or party walls shall be considered as one building occupying one lot.

b. The minimum width of side yards for schools, libraries, churches, and other public and semi-public buildings in residential districts shall be 25 feet, except where a side yard is adjacent to a business or commercial district, in which case the width of that yard shall be as required for the district in which the building is located.

3.8-4 Rear Yards.

a. Open or lattice-enclosed fire escapes, outside stairways, and balconies opening upon fire towers and the ordinary projections of chimneys and flues, may project into the required rear yard for a distance of not more than five feet, but only where the same are so placed as not to obstruct light and ventilation.

3.8-5 Corner Visibility.

a. No sign, fence, wall, hedge, planting or other obstruction to vision, extending to a height in excess of three (3) feet above the established street grade, shall be erected, planted, or maintained within the area of a corner lot that is included between the lines of the intersecting streets and a straight line connecting them at points 25 feet distant from the intersection of the street lines. Fences beyond the above referenced area shall comply with the height requirements of Section 3.8-1(d) regarding the required front yard and the side yard adjacent to a street.

3.8-6 Fences and Walls. Fences or freestanding walls in a yard shall have a maximum height of eight (8) feet and shall not be constructed in a public right-of-way, however, a retaining wall shall not be subject to such maximum height requirement. Any fence in a required front yard or in the required side yard adjacent to a street in a residential district shall comply with heights as allowed by Section 3.8-1(d).

3.9 Off-Street Parking and Loading. No building shall be erected, converted, enlarged, reconstructed, moved or structurally altered except in conformity with the off-street parking and loading regulations of Article 18.

3.10 Signs. No sign as herein defined shall be erected, converted, enlarged, reconstructed, moved or structurally altered except in conformity with the general sign regulations of Article 17.

ARTICLE 17 – SIGNS AND OUTDOOR ADVERTISING

17.1 Purpose. The purpose of this Article is to regulate and permit signs that will not, by their size, location, construction, or manner of display, endanger the public safety of individuals; confuse, mislead, or obstruct the vision necessary for traffic safety; or otherwise endanger public health, safety, or morals; and to permit and regulate signs in such a way as to support and complement aesthetic and visual objectives in the Community.

17.2 Location. The location of signs shall conform with State law. (See O.C.G.A. §§ 32-1-21; 32-50-51; 21-1-1, et al.) In general, except for governmental signs as allowed by State law, all signs shall be located on private property.

17.3 General Provisions.

17.3-1 Corner Visibility Clearance. In any district no sign or sign structure above a height of four (4) feet shall be maintained within fifteen (15) feet of the intersection of the right-of-way lines of two (2) streets, or of a street with a railroad right-of-way which setback shall be measured along an arc with a fifteen (15) foot radius. However, a singular, sign structure or supporting structure not more than ten (10) inches in diameter, or ten (10) inches by ten (10) inches square, if located on a corner lot where services are provided to the motoring public, may be located within the required corner visibility area if all other requirements of this Article are met and the lower elevation of the sign display surface is at least ten (10) feet above ground level. The provisions of this paragraph shall control over all other setbacks when right of way intersections are involved.

17.3-2 Measuring Signs.

a. Display Surface. See the definition for Sign Display Surface in Article 2 of this ordinance. The display area is measured in terms of square feet.

b. Height of Signs. The maximum height of a sign is measured from the base of the sign structure, at grade with the ground, to the highest point of the support structure or display surface, whichever is higher. If the base of the sign structure is below the grade of the nearest adjacent street surface, then height is measured from the grade of the nearest adjacent street surface to the highest point of the support structure or display surface, whichever is higher. If the sign is attached to a building then the height of the sign can be no greater than the maximum building height of the district in which the building is located, unless otherwise stated.

c. Setback. For the purposes of sign regulation under this Article, the setback requirements reference the minimum distance from a street right-of-way line required for the placement of a sign structure. For side or rear line setbacks in all zone districts, sign structures shall comply with a minimum setback of five (5) feet from the property line, but in no case shall the sign display surface extend across any property line.

17.3-3 Lighting Restrictions.

a. Lighted, neon, strobe lights or other luminous signs giving off light resulting in glare, blinding, or any other adverse effect on traffic shall not be permitted.

b. The light from illuminated signs shall be established in such a way that adjacent properties and roadways are not adversely affected and that no direct light is cast upon adjacent properties and roadways. External lights must be mounted and be shielded, if necessary, to prevent light from shining anywhere but the sign face. Illumination in excess of 3.01 times at a distance of ten (10) feet over the property line of the sign premises is adverse.

c. No internally illuminated ground or pole signs shall be erected within fifty (50) feet of any dwelling within a residential district.

d. No sign shall be erected if it contains, or is illuminated by any flashing, intermittent, or moving light or lights, except an electronic message board sign.

e. No sign shall be erected which simulates an official traffic control, first responder emergency lighting or warning sign so as to confuse or mislead the traffic or hide from view any traffic or street sign or signal.

17.3-4 Other Guidelines.

a. No sign shall be erected, attached, or maintained which obstructs any fire escape, any means of egress or ventilation, or which prevents free passage from one part of a roof to any other part thereof.

b. No sign shall be erected, attached, painted, or drawn on any tree, rock, fence, or other natural feature, retaining wall, or utility post along the public right-of-way.

c. Enter-Exit Type Sign, i.e. on-premise directional signs. For public safety and convenience purposes in all zone districts, enter-exit type signs or directional signs with a display area of less than two (2) square feet in size are allowed and are not counted towards the maximum number of allowed signs per lot or establishment. Such signs shall have a setback requirement of three (3) feet from the R/W if less than four (4) feet high, otherwise the setback is ten (10) feet.

17.4 Sign Types and Standards. The following sign standards apply to all districts except as specified elsewhere in this Article.

17.4-1 Pole Signs. Pole signs shall not extend over a public right-of-way. All signs with the display area abutting the right-of-way line shall have the display area ten (10) feet or more above ground level measured from the grade at the right-of-way line. Signs with any portion of the display area less than ten (10) feet above ground level must be erected ten (10) feet from the right-of-way line.

a. Sign Locations on property with direct frontage a minimum of one-hundred linear (100) feet parallel with the Right of Way on the Appalachian Development Highway (Georgia Route 515). The maximum sign display shall be one hundred forty (140) square feet, and the maximum height shall be fifty (50) feet. Any sign more than twenty-five (25) feet in height shall be erected twenty (20) feet from the right-of-way line.

b. Other Locations. The maximum sign display area shall be fifty (50) square feet, and the maximum height shall be no greater than the maximum building height allowed in the zone district where the sign is located. If the site is occupied by a building having 50,000 square feet of floor area or larger, then the maximum height shall be thirty-five (35) feet.

17.4-2 Ground Signs. Ground signs less than four (4) feet high shall be setback at least three (3) feet from the right-of-way line. The maximum area of a ground sign shall be forty (40) square feet. If the subject property has frontage (a minimum of 100 linear feet parallel with the Right of Way) Georgia 515, the maximum area of a ground sign shall be sixty (60) square feet and on these frontage properties, the minimum setback shall be ten (10) feet from the right-of-way line.

17.4-3 Wall Signs and Flush Mounted Canopy Signs. Wall signs and flush mounted canopy signs (including signs attached flat against the wall or canopy and painted signs) shall be securely fastened by metal supports to the building surface along the sign's greatest dimension. If such signs project more than four (4) inches from the building surface, they shall maintain a clear height of eight (8) feet above ground level. Wall signs may not extend higher than the building upon which they are mounted.

a. **Individual Business.** The total number of wall signs or canopy signs on all facades of a building is counted as one (1) sign, and the total sign display surface of each wall shall not exceed ten (10) percent of the wall area. For uses in the Limited Commercial (C-l) zone district under the Zoning Ordinance and for office uses approved in the High Density Residential (R-3) zone district under the Zoning Ordinance through the conditional use process, the use is limited to one (1) wall sign not to exceed sixteen (16) square feet.

b. **Multi-Businesses/Shopping Center.** The maximum display surface of wall signs or canopy signs for each business shall not exceed ten (10) percent of the front facade of each individual business.

17.4-4 Projecting Signs.

a. Projecting signs are allowed in commercial (except C-1) and manufacturing districts.

b. Projecting signs are allowed in the Central Business District (CBD) and are allowed to extend over a pedestrian way, but not over a roadway, provided a clear height of eight (8) feet above grade is maintained.

c. One projecting sign per facade of a building is allowed.

d. The maximum display area, including framework, shall not exceed six (6) square feet.

e. The horizontal dimension of projecting sign shall not exceed three (3) with the innermost edge of the sign located not more than one (1) from the building facade.

f. The placement of any projecting sign shall comply with all codes, i.e. electrical system clearance requirements.

g. The upper most section of projecting signs shall not exceed twelve (12) above grade and in no case shall exceed the height of the building to which it is attached.

17.4-5 Hanging Canopy Signs. All hanging canopy signs shall not exceed six (6) square feet in size and the lowest extremity of the sign shall not be less than eight (8) feet above the grade of walkways or right-of-ways beneath the cover of said canopy.

17.4-6 Roof Signs.

a. Roof signs shall not project beyond the face of the exterior wall of the building on which they are located.

b. The highest point of a roof sign shall not exceed the ridge line of the roof.

c. Roof signs shall not be erected on building or structures with a flat roof.

d. The maximum size of a roof sign shall not exceed fifty *(50)* square feet.

17.4-7 Window Signs. Each ground level business having glass directly oriented to a street shall count all of the glass area towards one (1) allowable sign, but no single window shall be covered more than twenty-five *(25)* percent. Window signs on or above the second floor are prohibited except when a business has no ground floor frontage, in which case, no window shall be covered more than twenty-five *(25)* percent.

17.4-8 Banners. The maximum size of a banner (when allowed) shall not exceed thirty-two (32) square feet.

17.4-9 Billboards.

a. Such signs shall not be erected within 100 feet of any residence, church, school, or similar institution, nor within 1,000 feet of another billboard (i.e. only one such sign per location), measuring on the same side of the public right-of-way to which such signage is directed. The maximum height of such signs shall be equal to the maximum building height allowed in the zone district where the sign is located.

b. Such sign, if used, shall count as one of the permanent allowed signs for the establishment or vacant lot upon which erected and shall meet the setbacks required for any building in the zone district where the sign is to be located.

c. Such sign shall only be erected on properties which abut a State or Federal Highway that are zoned either General Commercial (C-2) zone district or Manufacturing (M-l) zone district under the Zoning Ordinance.

d. Such sign, designed as a double-face sign, is counted as one sign, but stacked or v-shaped are counted as two (2) signs and not allowed.

e. If a billboard is initially erected on a vacant/undeveloped lot, which then develops with a commercial or industrial use, the billboard is then counted as one of the allowed signs for that establishment.

f. A currently existing billboard may be relocated as to another placement upon the same property that the billboard was originally constructed upon, and under the following conditions:

1. That the billboard is merely to be placed upon another location on the tract or parcel of land as to which it was permitted and originally constructed;

2. All other requirements of Section 17.4-8 as to billboards must be met;

3. That the granting of the relocation is necessary for the preservation and enjoyment of the property owner's property rights in the billboard, and is not merely to serve as a convenience to the property owner;

4. That the authorizing of the relocation of the billboard will not impair an adequate supply of light and air to adjacent property, or unreasonably increase the congestion in public streets, imperil the public safety, unreasonably diminish or impair established property values within the surrounding areas, or impair in any other respect the health, safety, comfort, morals, or general welfare of the inhabitants of the City, and must be for some objective reason other than the mere convenience of the property owner; and

5. That the relocation of the billboard must be specifically approved by majority vote of the City Council in a public meeting, and after receiving a recommendation of the Planning Commission.

Prohibition of Future Billboards or Billboard Signs. Erection of additional or new billboards or billboard signs after August 9, 2016 is prohibited within the City's corporate municipal boundaries. Relocation of a currently existing billboard, as provided hereinabove, shall not be deemed to be the erection of a new billboard or the erection of a billboard sign.

17.5 Use of Signs Permitted by Districts.

17.5-1 Agriculture/Residential Districts. All lots in the Residential Agricultural (R-A) zone district, Low Density Residential (R-l) zone district, Medium Density Residential (R-2) zone district and High Density Residential (R-3) zone district shall be allowed no more than one permanent sign which can be either a ground sign or wall sign. The display surface of such sign shall not exceed six (6) square feet. (For public safety and convenience purposes, each entrance/exit driveway for: 1) an approved Planned Unit Development (PUD) in Residential Agricultural (R-A) and Medium Density Residential (R-2) zone districts; 2) a subdivision development; or 3) a residential development under construction is allowed one (1) ground sign as described in Section 17.4-2.)

On vacant and undeveloped lots in the above residential districts, permanent signs are not allowed. Such vacant and undeveloped lots are allowed temporary signs, which are regulated under temporary sign requirements as described in Section 17.7-2(b).

17.5-2 Commercial/Industrial Districts. The maximum number of signs for an establishment and the sign types permitted in C-l , C-2, CBD, and M-l zone districts are shown in Table 17.1, unless otherwise specified. All such signs shall meet the standards according to Section 17.4.

17.5-3 In the CBD, those conventional lots, having front, side, or rear yards meeting setback requirements of this Zoning Ordinance compared to a lot that contains a building occupying 100 percent of the lot, may use one (1) ground sign or one (1) pole sign, as provided herein. Otherwise, ground signs or pole signs are prohibited in the CDB.

a. Only those properties zoned CBD with the main building located a minimum of 25' from any street right-of-way shall be allowed to have a pole sign. The maximum allowable area for a pole sign located in the CBD is fifty (50) square feet, including the supporting framework. Dimensions shall not exceed sixty (60) inches in width and ten (10) feet in height. Pole signs shall be limited to a single support pole not to exceed eight (8) inches in diameter or a single eight (8) inch by eight (8) inch support structure.

b. Pole signs located within the CBD shall have a maximum height of twenty (20) feet and shall not extend over a public right-of-way. If the bottom edge of the sign area or framework is less than ten (10) feet above grade, the edge of the signage area closest to the right-of-way shall be located a minimum of ten (10) feet from the street right-of-way. The placement of any pole sign shall comply with all pertinent codes, i.e. proximity to an electrical power source regulation.

17.5-4 On vacant and undeveloped lots in the above commercial and industrial districts, permanent signs are not allowed. Such vacant and undeveloped lots are allowed temporary signs, which are regulated under temporary sign requirements as described in Section 17.7-2 (b).

17.5-5 Residential uses in these commercial or industrial districts shall comply with the signage requirements of Section 17.5-1.

Table 17.1
Sign Types and Maximum Number of Signs

SIGN TYPES/ MAX. NUMBER	INDIVIDUAL ESTABLISHMENT	SHOPPING CENTER		BUSINESS/ INDUSTRIAL PARK	
	3 total per establishment When allowed, one pole or ground sign per road frontage only.	1 total per road frontage	3 total per business within the shopping center	1 total per Park road entrance	2 total per industry/ business within the Park
Pole Sign	X* (Not in C-1)	X*			
Ground Sign	X**	X		X	X
Roof Sign	X (Not in C-1)				X
Wall Sign	X		X		X
Flush Canopy Sign	X		X		X
Hanging Canopy Sign	X		X		
Window Sign	X		X		X
Billboard***	X	X			X

X - Permitted by Right

* - An Electronic Message Board, which creates changeable copy using multiple light bulbs in sequence is permitted in the C-2 zone district only and is limited to 1 per individual business or as the primary signage for a shopping center.

** - See Section 17.5-2 regarding the CBD.

*** - allowed only in C-2 and M-1 zones; See Section 17.4-9.

17.6 Prohibited Signs. Any signs that will pose public safety problems are prohibited. The following types of signs and displays, as they are defined herein, are unlawful to erect or maintain in all zoning districts:

17.6-1 Dangerous or Defective Signs. No persons shall maintain or permit to be maintained on any premises owned or controlled by that person any sign that is in a dangerous or

defective condition including temporary signs. Any such sign shall be removed or repaired by the owner or the premises or owner of the sign. Upon failure of the owner to remove or repair a dangerous or defective sign, the building official shall proceed as described in Section 17.9.

17.6-2 Animated Signs; except as permitted in temporary events, Section 17.7-2(b).

17.6-3 Portable Signs.

17.6-4 Pendants and Streamers; except as permitted in temporary events, Section 17.7-2(b).

17.6-5 Banners; except as permitted in temporary events, Section 17.7-2 (b).

17.6-6 Billboards; except as permitted herein.

17.6-7 Flags. Flags are allowed as follows:

a. One building mounted flag on a pole and not exceeding twenty (20) square feet in area, may be displayed on any building in any district without permit.

b. One free standing pole mounted flag per parcel, not exceeding fifty (50) square feet in area may be displayed in any commercial, residential, or industrial district provided the lot meets conventional setback requirements for front, side or rear yards as set forth in the Zoning Ordinance and the pole is set back from the building and sign structure setback line at least ten (10) feet. The pole must be permitted as to construction standards as other poles in accordance with this Article. The maximum height of any flag pole shall not exceed the building height of the zoning district in which the flag pole is erected.

17.7 Administration.

17.7-1 Construction and Maintenance.

a. All signs for which a permit is required, together with all their supports, braces, guys, and anchors shall be kept in constant repair and unless constructed of galvanized or non-corroding metal, shall be periodically given a protective coating. The area immediately in front of all freestanding signs shall be maintained free of high weeds and debris.

b. The provisions and regulations of this ordinance shall not apply to the ordinary servicing, repainting, cleaning, or changing of the message without a change in structure.

17.7-2 Sign Permit.

a. General Requirements.

1) A sign permit is required before a sign may be erected or attached to, suspended from or supported on a building or structure; and before an existing sign may be enlarged, relocated or materially improved upon to an extent of sixty (60) percent of its total replacement value. All signs require a permit, except temporary signs as provided in Section 17.7-2(b) and building mount flags.

2) After review, a sign permit shall be issued by the Building Inspector, or other designated City agent, when the plans, specifications and intended use of the applied sign or part thereof conforms to the applicable provisions of this ordinance and the Building Code as certified by the Building Inspector or other designated City agent. The application shall be accompanied by plans which identify the locations of signs, including proof the sign location meets all applicable setbacks, materials to be used, area of sign faces and other construction conformity and such other applicable information that the Building Inspector, or other designated City agent, may require in the exercise of reasonable discretion in acting upon the application.

3) Each application shall contain an agreement to indemnify and hold the City of Blue Ridge harmless of all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.

4) A sign permit shall become null and void if the sign for which the permit was issued has not been completed within a period of six (6) months after the date of Issuance.

b. Temporary Signs. For public safety purposes, to prevent litter and blight, and to avoid depreciating effects on private property, the City of Blue Ridge recognizes the need for the occasional use of signage for temporary purposes, whereby the signage is not permanent, but has a limited life related to the timing of a special event, cause, or purpose. This temporary signage is authorized without a permit with the expectation that the purposes of this signage will be accomplished in a specific time period, then timely removed from the City of Blue Ridge, thus enhancing the purposes stated above.

In all cases in all zone districts, such temporary signage shall be placed only on private property with the permission of the property owner. The maximum size of temporary freestanding signage shall be thirty-two (32) square feet; the setback shall be ten (10) feet from the right-of-way; and the maximum height shall be ten (10) feet. Temporary signs may also include animated signs, pendants and streamers and balloons.

1) Special Event Signs. Temporary special event signs are allowed to be erected in the City of Blue Ridge whereby the public will be informed about an upcoming event or directed to the location of a temporary event.

Temporary signs for special events may be posted up to ninety (90) days prior to the special event. Removal of the signage is expected within seven (7) days after the event. Such special event signs, for the same event, are only allowed one (1) time per calendar year.

2) Political Signs shall be restricted to thirty-two (32) square feet in area and shall be located on private property only and with the permission of property owner.

17.7-3 Permit Fee.

a. No permit shall be issued until an application accompanied with a sign plan is approved by the Building Inspector or other designated City agent and fees have been paid as established by the City of Blue Ridge.

b. A permit fee as set from time to time by resolution of the City Council shall be paid to the City of Blue Ridge for each permit required by this ordinance.

17.8 Non-Conforming Signs. All signs shall be subject to the provisions below governing non-conforming structures/uses. Such provisions, however, shall not be construed to prevent a legally operating non-conforming user from using signs otherwise permitted for similar conforming uses.

The lawful use of land area or sign structure existing at the time of enactment of or subsequent amendment to this ordinance may be continued subject to the following restrictions, even though such use does not conform with the provisions of this ordinance. Existing non-conforming sign structure shall not be:

1. Changed to another non-conforming sign;

2. Torn down and rebuilt as a non-conforming sign;

3. Rebuilt, altered, or repaired after damage exceeding sixty (60) percent of its then replacement value.

For the purpose of administration of this Section, ordinary maintenance of a sign is not deemed to be or constitute an extension or enlargement of the sign, and changing the message within the display area is not deemed a change prohibited by this Section.

17.9 Enforcement

17.9-1 Violation. It shall be unlawful to erect or maintain any sign in violation of the provisions of this ordinance. The Building Inspector or other duly authorized agent of the City shall have the power to give the owner thereof written notice of such violation, said notice to include a brief statement of the particulars in which such violation may be required to be remedied if possible, or the provision which indicates no sign can be permitted. If a sign has been registered with the Building Inspector, or other duly authorized agent of the City, notice to

the registered owner or the person or firm receiving the permit shall be sufficient. If a sign has not been registered and the owner is not known, affixing a copy of the notice to the sign, graphic structure, or building for a period of ten (10) days shall be sufficient notice of violation.

17.9-2 Penalties. If such violation is not remedied within ten (10) days after such notice, the owner shall remove the sign immediately or be subject to the maximum penalties allowed by the City Charter, with each day that the sign does not comply with this ordinance considered a separate violation.

17.9-3 Removal. If the sign is not removed by the owner, the Building Inspector, or other duly authorized agent of the City, shall have the right to remove such sign at the expense of the owner thereof, and to destroy or otherwise dispose of the same. In addition to the above provisions, the Building Inspector, or other duly authorized agent of the City, may cause any sign or structure to be removed which:

a. is structurally unsafe;
b. constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or inhibits the visibility of vehicular traffic;
c. is not kept in good repair; or
d. is capable of causing electrical shocks, to be removed following notice of twenty-four (24) hours to the owner at the expense of the owner thereof, and to destroy or otherwise dispose of the same.

17.10 Variances

a. Variances from the regulations of this ordinance shall be limited to hardship situations which shall meet all of the following conditions:

1. There exists extraordinary and exceptional conditions pertaining to the property in question resulting from its size, shape, or topography that are not applicable to other lands or structures in the City and which affect the visibility of the proposed sign.

2. A literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other similar properties.

3. Granting the variance requested would not confer upon the property of the applicant any significant privileges that are denied to other similar properties.

4. The requested variance will be in harmony with the purpose and intent of these regulations and will not be injurious to the general welfare of the City's residents.

5. The special circumstances or hardships are not the result of actions of the applicant or in existence when applicant purchased the property.

6. The variance is not a request to permit a type of sign which otherwise is prohibited by this ordinance.

7. The mere existence of a non-conforming sign or advertising device or other variances shall not constitute a valid reason to grant a variance.

8. Visibility of the proposed sign would be substantially impaired by existing trees, plants, natural features, signs, buildings or structures on a different lot.

9. Placement of the sign elsewhere on the lot would not remedy the visual obstructions.

10. The variance proposed would not create a safety hazard to vehicular traffic or pedestrians.

b. Variances shall be limited to the minimum relief necessary to overcome the hardship. No variances shall be granted to allow a greater number of signs than would be allowed if the hardship did not exist.

c. Relief from the application of the provisions of this ordinance by use of variances granted by the Board of Zoning Appeals or the City Council on appeal from the Board shall be granted only upon a finding of hardship as previously defined. The procedure and hearing on such variances shall be noticed using the same time frames and notice requirements as for variances from the provisions of the standard zoning ordinance and following the same procedures.

CITY OF BLUE RIDGE PLANNING COMMISSION
BUILDING AND/OR GRADING PERMIT APPLICATION

IMPORTANT - Complete ALL items. Mark boxes where applicable.

I. LOCATION OF BUILDING

Number and street	Subdivision	Lot	Block	Census tract

N S E W side of _____ N S E W from intersection of _____

(Other local geographic, political, or legal subdivision identification)

II. TYPE AND COST OF BUILDLING - *All applicants complete Parts A - D*

A. TYPE OF IMPROVEMENT

1 ☐ New building
2 ☐ Addition *(if residential, enter number of new housing units added, if any in Part D, 13)*
3 ☐ Alteration (See 2 above)
4 ☐ Repair, replacement
5 ☐ Wrecking *(if multifamily residential, enter number of units in building in Part D, 13)*
6 ☐ Moving (relocation)
7 ☐ Foundation only

B. OWNERSHIP

8 ☐ Private (individual, corporation, nonprofit institution, etc.)
9 ☐ Public (Federal, State or local government)

D. PROPOSED USE - *For "Wrecking" most recent use*

Residential

12 ☐ One family
13 ☐ Two or more family - *Enter number of units* _____
14 ☐ Transient hotel, motel, or dormitory - *Enter number of units* _____
15 ☐ Garage
16 ☐ Carport
17 ☐ Other - *Specify* _____

Non-Residential

18 ☐ Amusement, recreational
19 ☐ Church, other religious
20 ☐ Industrial
21 ☐ Parking garage
22 ☐ Service stations, repair garage
23 ☐ Hospital, institutional
24 ☐ Office, bank, professional
25 ☐ Public utility
26 ☐ School, library, other educational
27 ☐ Stores - mercantile
28 ☐ Tanks, towers
29 ☐ Other - *Specify* _____

C. COST

10. Cost of improvement	$
To be installed but not included in the above cost	
a. Electrical	
b. Plumbing	
c. Heating, air conditioning	
d. Other (elevator, etc.)	
11. TOTAL COST OF IMPROVEMENT	$

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

_____

III. SELECTED CHARACTERISTICS OF BUILDING - *For new buildings and additions, complete parts E - L; for wrecking, complete only Part J. For all others, skip to IV.*

E. PRINCIPAL TYPE OF FRAME

30 ☐ Masonry (wall bearing)
31 ☐ Wood Frame
32 ☐ Structural steel
33 ☐ Reinforced concrete
34 ☐ Other - *Specify* _____

F. PRINCIPAL TYPE OF HEATING FUEL

35 ☐ Gas
36 ☐ Oil
37 ☐ Electricity
38 ☐ Coal
39 ☐ Other - *Specify* _____

G. TYPE OF SEWAGE DISPOSAL

40 ☐ Public or private company
41 ☐ Individual (septic tank, etc.)

H. TYPE OF WATER SUPPLY

42 ☐ Public or private company
43 ☐ Individual (well, cistern)

H. TYPE OF MECHANICAL

Will there be central air conditioning?
44 ☐ Yes 45 ☐ No
Will there be an elevator?
46 ☐ Yes 47 ☐ No

J. DIMENSIONS

48 Number of stories .....
49 Total square feet of floor area,all floors, based on exterior dimensions .....
50 Total land area, sq. ft. .....

K. NUMBER OF OFF-STREET PARKING SPACES

51 Enclosed .....
52 Outdoors .....

L. RESIDENTIAL BUILDINGS ONLY

53 Number of bedrooms .....
54 Number of bathrooms Full ..... Partial .....

IV. IDENTIFICATION - *To be completed by all applicants*

	Name	Mailing address - *Number, street, city, and state*	Zip code	Tel. No.
1. Owner				
2. Contractor				
3. Architect				

The owner of this building and the undersigned agree to conform to all applicable laws of CITY OF BLUE RIDGE.

Signature of applicant	Address	Application date

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE

Approved by	Permit fee	Date permit issued	Permit number
	$		

Approved: _____

Rejected - Reason: _____

Building Inspector

White - Building Inspector / Yellow - Client / Pink - City Clerk

CP-5959