



# Sign Ordinance Summary

This handout is intended to provide basic information regarding signs in the City of Shawnee. The purpose of the Sign Ordinance is to create a balanced system of sign regulation and to facilitate an easy and pleasant communication between people and their environment. Through this system, it is the City's goal to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities and community appearance. The City requires a sign permit prior to the installation of any signage, and restrictions apply. Additional information may be obtained from SMC 5.64 (the Sign Ordinance) and the Planning Department.

## Monument Signs

- One monument sign per street frontage is allowed for shopping centers and freestanding buildings that are not in shopping centers.
- Monument signs may be up to 7 feet in height, and the sign face may be up to 50 square feet in area. At least 50% of the sign base must be enclosed.
- The outer edge of a monument sign may be placed on the property line. Landscaping extending a minimum of 3 feet on all sides of the sign base must be placed around monument signs, and the signs must be within a yard area, or within a curbed landscaped area in the parking lot.
- A phone number or web site address may be displayed on a monument sign, provided it is subordinate to the name of the business.
- A site plan of the entire lot is required.
- The permit fee for a monument sign is \$75.
- The permit fee for a tenant panel in a shopping center monument sign is \$25.

## Wall Signs

- Each business is allowed one wall sign for each street frontage.
- Wall signs in shopping centers must conform to the approved unified sign scheme for the center as a whole. This may include placement of the sign within a sign band and adherence to prescribed colors.
- A wall sign may not exceed 7% of the area of the store facade on which it is placed. Signs on free-standing canopies may cover up to 10% of the canopy face. Sign copy area within a sign band may not exceed 5% of the signable area.
- A wall sign must be located flat against the wall of the building, not to extend more than 18 inches from the wall.
- Dimensioned or scaleable building elevation drawings are required.
- The permit fee for a wall sign is \$75. The permit fee for a sign placed in a sign band is \$25.

## Window Signs

- Signs may be placed on the inside of a window provided they do not include flashing or blinking lights or cover more than 50% of the area of the window in which they are placed.
- No permit or fee is required for interior window signs.

## Temporary Signs

- Permits are required for temporary signs.
- Permits may be obtained for 90 total days per calendar year. The length and price of these permits are as follows:

3 consecutive days - \$20	7 consecutive days - \$25	15 consecutive days - \$40
30 consecutive days - \$75	60 consecutive days -- \$150	90 consecutive days - \$225
30 non-consecutive days - \$100	60 non-consecutive days - \$200	90 non-consecutive days - \$300
- Temporary banners mounted on the building façade may be no larger than 32 square feet.
- Temporary banners mounted on the wall of a business longer than 150 linear feet may be up to 7% of the wall area, not exceeding 150 square feet in size.
- Temporary banners may be placed in the yard area of the parcel upon which the business is located. These unattached temporary signs may be no larger than 20 square feet.
- A grand opening sign permit may be obtained during the first year a business is open. This is a one-time permit valid for up to 30 days. This period does not count toward the allowable permit days in the year.
- Now Hiring signs attached to buildings in the Planned Industrial zoning district placed on walls longer than 150 feet may be up to 300 square feet in size. Permits for these signs may be obtained for up to 120 days in a calendar year.
- Hot or cold air balloons, pennants, and flags are temporary signs, and must meet certain criteria. (Such as being attached to the building)
- Restaurants that do not have a drive through lane may have one A-frame menu board no greater than 20 square feet in size placed on the sidewalk adjacent to the entrance of the restaurant.
- Freestanding signs and any other type of portable signs are NOT allowed outside of the building.

## Prohibited Signs

- Signs for home-based businesses
- Portable signs
- Off-site advertising (including billboards)
- Pole or pylon signs
- Signs with changeable copy (except for theater marquees and gasoline price signs)
- Signs with moving parts or flashing or moving lights

**Permit fees may be doubled for signs displayed prior to receipt of a permit**



Permit # \_\_\_\_\_

# Planning Department Sign Permit Application

## Project Information

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Shopping Center: \_\_\_\_\_

### Type of Sign:

**Monument**     **Tenant Panel**    Sign Height \_\_\_\_\_    Sign Width \_\_\_\_\_    Sign Area \_\_\_\_\_  
\$75                      \$25                      Height Above Grade \_\_\_\_\_    Setback from ROW \_\_\_\_\_

Application must include:  Scaled Color Rendering     Scaled Site Plan

**Wall**                      Sign Height \_\_\_\_\_    Sign Width \_\_\_\_\_    Sign Area \_\_\_\_\_  
\$75                      Building Wall Area \_\_\_\_\_    Wall Area % \_\_\_\_\_  
Maximum size not to exceed 7% of wall area

Does Signage Meet Shopping Center's Design Criteria? \_\_\_\_\_

Application must include:  Scaled Color Rendering     Scaled Building Elevation

**Temporary**     **Temporary**  
(Attached)                      (Unattached)  
Maximum size not to exceed 32 square feet for attached and 20 square feet for unattached  
Sign Height \_\_\_\_\_    Sign Width \_\_\_\_\_    Sign Area \_\_\_\_\_  
Start Date\* \_\_\_\_\_

Application must include:  Scaled Rendering     Scaled Building Elevation (Attached Signs) or  Scaled Site Plan or Aerial Photo (Unattached Signs)

Consecutive days  
 3 - \$20     7 - \$25     15 - \$40     30 - \$75     60 - \$150     90 - \$225

Non-consecutive days  
 30 - \$100     60 - \$200     90 - \$300

*\*If requesting a permit for non-consecutive days, the "start date" will be determined by staff*

Description of the Sign, including Message and Color:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: signs may not be displayed until payment has been made and staff has approved application. Incomplete applications will be returned, and may result in longer approval time.**

## Applicant Information

Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Check as Applicable:  Owner  Agent  Contractor City Business License  Yes  No

Name of Sign Company  
(If not Applicant): \_\_\_\_\_ City Business License  Yes  No

**I acknowledge that the information contained in this application is true and correct. I understand that no sign should be installed until a sign permit has been approved by the City of Shawnee and the permit fee has been paid.**

Applicant (Print Name): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## City Use Only

Date of Approval: \_\_\_\_\_ Approving Official: \_\_\_\_\_

Stipulation: \_\_\_\_\_

Cash  Credit  Check #

Receipt #