

Signage Site Plan Requirements and Application

SECTION 13-2. Application and Enforcement

The provisions of these statutes shall be subject to such exceptions, additions, or modifications as herein provided by the following supplementary regulations:

13-2-1 Applicability

13-2-1.1 The provisions of this article shall apply to all areas within the corporate limits of the City of Athens, Alabama. It shall be unlawful for any person to construct, reconstruct, erect, place, establish, create, enlarge, alter, replace or maintain any sign or cause the same to be done within the corporate limits of the City of Athens, except in conformity with the requirements of these regulations.

13-2-1.2 Status of non-conforming signs:

- a) If at any time a non-conforming sign is *removed* for any reason, it shall not be replaced.
- b) All non-permanent signs shall comply with these sign control regulations within the period of time which they are permitted for. (For instance, temporary signs as defined by this article that are not in compliance with the provisions of this article shall be removed within two months of the date of their approval, or the adoption of this ordinance, as amended, whichever is the earlier.) Non-conforming signs that do not have a current permit shall be removed or brought into compliance and permitted within 10 business days, upon notification.
- c) All permanent signs that are not in compliance with the provisions of this article that may be able to be brought into compliance shall be brought into compliance with these regulations when such sign undergoes alteration, as defined in this article, in any way other than “sign maintenance”.

13-2-2 Business License

No person or persons or firm shall construct or alter any sign within the corporate limits of the City of Athens, Alabama, without first obtaining a business license as required by the License Code of the City of Athens. This provision shall not apply to persons employed by licensed firms, or to the owner of or employees of the owner doing the entire work of construction or erection.

13-2-3 Site Plan Approval and Building Permit Required

Except as otherwise provided for in this article, it shall be unlawful for any person to construct or alter any sign within the corporate limits of the City of Athens, or cause the same to be done without first obtaining Site Plan Approval, as described below, and a building permit from the Athens Building Department.

No building or sign permit shall be issued for an individual sign requiring a permit until a site plan for the lot or tract of land on which the sign will be erected or placed has been approved. The site plan must be submitted to the Engineering Services and Community Development Department, by the owner or the owner’s agent, and approved by the Planning Commission, or Director of Engineering Services, or designated representative, in the case of administrative site plan approval, whichever is appropriate.

- A. Proponents of attached wall accessory signs, window signs, and temporary signs may apply for administrative site plan approval by the Director of Engineering Services, or designated representative, upon the submission of all applicable documents as listed below.
- B. Signs that may qualify for administrative approval are: Detached/accessory ground signs; construction site identification signs; subdivision, condominium, townhouse and apartment signs; directional signs; business center signs; non-accessory signs; and all other detached on-premise signage. Upon submission of all applicable documents as listed below said documents shall be reviewed by the planning staff of the City of Athens. If the planning staff deems necessary, these signs shall be reviewed by the Planning Commission.
- C. Proponents of Billboard Signs should refer to Section 13-4-25.

13-2-4 Components of a Signage Site Plan:

The signage site plan shall contain the following information:

13-2-4.1 *For Attached, Wall Accessory or Window Signage:*

- a) Scalable measured drawings using a scalable architectural or engineering scale, or photographs, of the façade of the building in question showing the location of the proposed signage on said building;
- b) Scalable measured drawings or other graphic depictions of the signage indicating the appearance of the sign and the information to be conveyed, including drawings showing the dimensions, construction, details, supports, size, electrical wiring and components, materials of the signs and methods of attachments, lighting, and lettering or graphic style.

13-2-4.2 *For Temporary Signage:*

- a) The specific beginning and ending dates of the timed event that the sign(s) will be advertising;
- b) Information about the size of the sign(s) in area, with dimensional notations and information that will be displayed on the signs;
- c) An affirmative statement by the applicant that the permitted temporary sign will be erected and removed in accordance with the dates stated on the application.

13-2-4.3. *For all Permanent Detached or Ground Signs the Following Site Plan Requirements Shall be Provided:*

- a) An accurate and scaled plot plan, drawn by a licensed, registered or certified architect, designer, drafter, engineer, or landscape architect.
- b) Location of buildings, parking lots, driveways, and landscaped areas on such lot or tract of land, showing setback dimensions.
- c) Location of electric or telephone lines overhead or underground.
- d) Location and width of utility and drainage easements.
- e) Computations of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of free-standing signs allowed on the lot included in the plan under this ordinance.
- f) An accurate indication on the plot plan of the proposed location of each present and future sign of any type, whether requiring a permit or not, and location of each sign on the buildings.

Drawings showing the dimensions, construction, details, supports, size, electrical wiring and components, materials of the signs and methods of attachments, lighting, and lettering or graphic style.

Application for Signage Site Plan Review

1. **Name of Project/Business:** _____
2. **Applicant's Name:** _____
(Name of person/company having sign installed)
Mailing Address: _____
(...of person/company having sign installed)
Phone Number: _____
(...of person/company having sign installed)
3. **Architect/Engineer's Name** (if applicable): _____
Mailing Address: _____
Phone Number: _____
4. **Signage Company Name:** _____
Mailing Address: _____
Phone Number: _____
5. **Description of Property** (Street Address, *General Location*, etc.):
Street Address _____ . On the _____
side of _____ , _____ feet (direction) _____
_____ of _____
6. **Section/Township/Range:** _____
7. **Zoning Classification:** _____
8. **Type of signage proposed** (attached accessory, detached accessory, business center, temporary, portable, etc.): _____

Number of Signs: _____
Number of Business Units (if one or more businesses, firms, uses): _____
9. **If temporary signage:** What is the specific, timed event, and what dates will it run for?:

Signage Site Plan Checklist

- _____ Minimum of seven (7) copies of a Signage Site Plan: An accurate and scaled plot plan, drawn by a professional designer, drafter, architect, or engineer, of the lot or tract of land on which the sign is to be erected or placed, showing lot line dimensions.
- _____ Location of Buildings, parking lots, driveways, landscaped areas on such lot or tract of land, showing setback dimensions.
- _____ Location of electric or telephone lines overhead or underground.
- _____ Location and width of utility and drainage easements.
- _____ Computations of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of free standing signs allowed on the lot included in the plan under this ordinance.
- _____ An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not, and location of each sign on the buildings.
- _____ Drawings showing the dimensions, construction details, supports, size, electrical wiring and components, materials of the signs and methods of attachment, lighting, and lettering or graphic style.

