

DEVELOPMENT GUIDE: SIGNS

Sign Permits

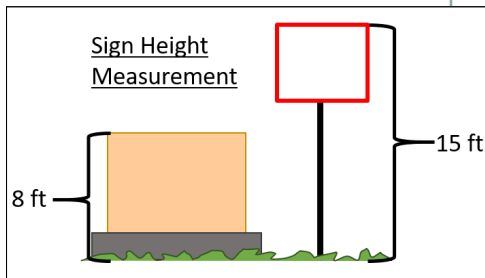
Sign permits are required for any signs exceeding 6 square feet in area and any permitted signs that are undergoing changes.

A complete Sign Permit submittal includes:

- ◆ Sign Permit Application,
- ◆ Drawing, fully dimensioned, showing the sign message and site plan showing the location, setback, height and sign area of all proposed and existing signage, and
- ◆ Sign Permit Fee

Typical Sign Requirements:

- Height
- Area
- Setbacks



How is Sign Height Measured?

The distance from the top of the sign structure to the top of curb or crown of roadway where no curb exists. See 'Sign Height Measurement' (left).

How is Sign Area Measured?

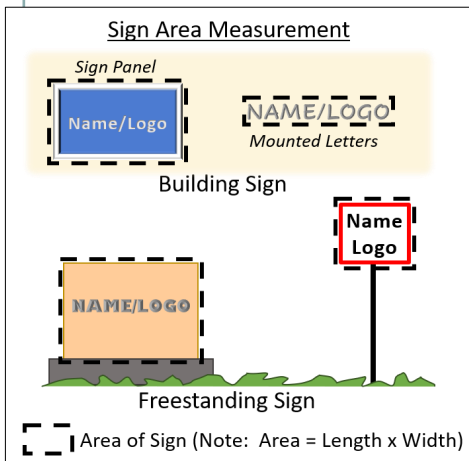
Sign Panels & Freestanding Signs:

Measured as the area contained within the outside dimensions of the background panel or surface

Wall-Mounted Letters:

Smallest single rectangle that will enclose all sign copy

See 'Sign Area Measurement' (left).



How are Sign Setbacks Measured?

Setbacks ensure that signs are set back some specified distance from property lines. Setbacks are determined by your property's applicable zoning district, however, there are other site characteristics that may require greater setbacks. Please refer to HMC Chapter 16, Article 8 Signs for more details.

Other Considerations

- ✓ No signs located in easements (unless specifically for signs).
- ✓ Clear sight triangle, sight distance at streets and driveways must be maintained.
- ✓ Building Plan Review (and subsequent inspections) may be required for sign foundations, as applicable.
- ✓ All sign permits require the passing of a final inspection in order to receive a Certificate of Completion.

Prohibited Signs:

- ⊗ Portable signs (unless permitted by HMC Section 16-120)
- ⊗ Revolving beacons, flashing signs or signs with any type of animation or intermittent lighting effects
- ⊗ Any sign emitting sound
- ⊗ Signs in the public right-of-way, medians or on public property, including political signs
- ⊗ Signs in conflict with public devices controlling public traffic
- ⊗ Commercial flags, banners or other devices designed or allowed to wave, flap or rotate
- ⊗ Signs extending above the roofline
- ⊗ Building signs extending more than eighteen (18) inches from the wall
- ⊗ Development-related signs prior to approval by the Town Council
- ⊗ Home Occupation Signs

Questions? Call or email the Planning Director:

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