

CHAPTER 1166  
Sign Regulations

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CROSS REFERENCES

Illegal traffic signs - see TRAF. 313.07

1166.01 PURPOSE.

The purpose of this chapter is to establish reasonable, consistent, content-neutral, and non-discriminatory requirements and standards for the erection and maintenance of signs within the City. Signs constitute a separate and distinct use of the land upon which they are placed and affect the use of adjacent streets, sidewalks and other public places open to the public. These standards are designed to protect and promote the public health, safety, and welfare of persons within the City of Sylvania.  
(Ord. 1-2006. Passed 2-22-06.)

1166.02 SCOPE.

(a) This chapter governs the erection and display of all signs in the City of Sylvania, except those erected and displayed by the City, the State of Ohio and the United States in furtherance of their governmental responsibilities and those required by law to be erected and displayed.

(b) It shall be unlawful to erect or display on any building, structure or real property any sign subject to this chapter, except in conformance with the provisions of this chapter.

(c) The provisions contained in this chapter shall be considered separate from, supplemental to, and additional to the provisions contained elsewhere in this Code or other City ordinance. Nothing contained in this chapter shall excuse any person from compliance with all other applicable provisions of the Code.

(d) Wherever authority is to be exercised under this chapter by the Service Director, the Zoning Administrator, the Municipal Planning Commission, or the Architectural Review Board, the authority may also be exercised by a duly authorized designee. (Ord. 1-2006. Passed 2-22-06.)

#### 1166.03 PERMIT REQUIRED.

(a) All signs and temporary signs erected, placed, constructed or modified within the City, except those specifically excluded in this chapter, shall secure a permit pursuant to the provisions of this chapter. All new signs shall secure a permit before any work to erect or construct the sign or temporary sign begins.

(b) The following specific types of signs are allowed in all areas of the City and do not require a permit:

- (1) Any public notice or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- (2) Any lawful traffic control signs permanently or temporarily located to control vehicular or pedestrian traffic, such as Stop, Yield, and similar signs, the face of which meet Department of Transportation standards and which contain no commercial message of any sort.
- (3) Building marker/memorial commemorative plaques, symbols of or identification emblems of religious orders or recognized historical agencies which are cut into a masonry surface, fastened, or inlaid so as to be flat against or part of a building.
- (4) Cemetery monuments.
- (5) Street address signs, curb signs, and incidental signs.
- (6) Signs that are part of the original construction of a vending machine, fuel pump, automatic teller machine, or similar device.
- (7) Window displays, temporary window signs, or product displays that advertise goods or products available in the building, but only to the extent such temporary window signs comply with the requirements of Section 1166.07(h)(2)F. and which are otherwise in conformance with any other provision of this code.
- (8) Customary religious symbols and holiday lights and decorations with no commercial message, but only for a reasonable period.
- (9) Flags, political or corporate, but only to the extent such display is in compliance with the requirements of Section 1166.07(g)(2).
- (10) Ornamental banners, but only to the extent such display is in conformance with the requirements of Section 1166.07(h)(2)A.1.
- (11) Interior signs that are not legible from beyond the lot line of the zone lot or parcel on which such sign is located.
- (12) Signs carried by a person.
- (13) Real Estate Signs that conform to the requirements of Section 1166.07(h) and that are less than or equal to nine (9) square feet in size for so long as the real estate is being actively marketed.

- (14) Temporary Signs that conform to the requirements of Section 1166.07(h) and are less than or equal to nine (9) square feet in size may be displayed for a reasonable period. A reasonable period of display for Temporary Signs which refer to or are related to a specific event or occurrence shall not exceed seventy (70) days prior to and seven (7) days after the event or occurrence to which the Temporary Sign pertains. This allowance shall not apply to banners, promotional banners, construction signs, future development signs, portable commercial signs, other Temporary Signs with a commercial message and other Temporary Signs larger than nine (9) square feet in size; and all such Temporary Signs shall be subject to permit as required in Section 1166.03(a).
- (15) Works of art that do not include a commercial message and which are less than or equal to twenty-five (25) square feet.
- (16) Curb signs.
- (17) Temporary signs in zoning districts other than residential that conform to the requirements of Section 1166.07(h) and are less than or equal to fifteen (15) square feet in size may be displayed for a reasonable period. A reasonable period of display for Temporary Signs which refer to or are related to a specific event or occurrence shall not exceed seventy (70) days prior to and seven (7) days after the event or occurrence to which the Temporary Sign pertains.  
(Ord. 1-2006. Passed 2-22-06.)

#### 1166.04 DEFINITIONS.

For purposes of this chapter, the following words and phrases shall have the meanings ascribed to them below:

- (a) Abandoned Sign. Any sign that advertises a business, lessor, owner, product, service, or activity that is no longer located or present on the premises where the sign is displayed or for which no legal owner can be found.
- (b) Animated Sign. A sign or other advertising structure that has lights or illuminations that flash, move, rotate, flicker, depict action, or create a scene, blink, vary in intensity or color, or use intermittent electrical impulses, or which has revolving, or rotating parts or other visible mechanical movements. An animated sign does not include a changeable copy sign as separately defined.
- (c) Awning. A covering attached to a building or structure, erected in or over a window or door, and usually supported by a metal frame. A fixed covering erected over a public sidewalk or private walkway as a protection to an entrance of a building or structure. See "Canopy" and "Marquee."
- (d) Awning Sign. A sign that is attached to or otherwise a part of an awning.
- (e) Banner. Any sign of lightweight fabric or similar material that is mounted to a pole, staff, or a building by a string, rope, wire, or frame at one or more edges. Flags shall not be considered banners. See Ornamental Banner, Pennant Banner, Promotional Banner and/or Street Banner.
  - (1) Ornamental banner. An artistic and decorative banner attached top and bottom (or two sides) to permanent structural members on a post or building erected for another purpose and used by the City, art groups, civic groups, or commercial organizations to give a festive appearance to a plaza, street, mall, or other public or quasi-public space.

- (2) Pennant banner. A lightweight plastic, fabric, or other material suspended from a rope, wire, or string, usually in series, designed to move in the wind. Rows of flapping pennants typically do not communicate any essential message other than to attract the attention of a passerby.
- (3) Promotional banner. A temporary banner used as a supplemental sign to make special public announcements, communicate events of general civic interest, or to announce sales, open houses and grand openings.
- (4) Street banner. A banner extending across a street, road, highway or alley.
- (f) Canopy. A roof-like structure typically extending from part or all of a building face over a public right of way or private vehicular or pedestrian space, and constructed of some durable material such as metal, glass, plastic, or canvas supported at all corners or extremities by poles, posts, or direct attachment to a building; a canopy typically has little vertical or wall space on it and is only as thick as necessary to create a functional roof. See "Awning" and "Marquee."
- (g) Canopy Sign. Any sign attached to or constructed in or on a canopy or marquee.
- (h) Changeable Copy Sign. A sign, or portion thereof with letters, numbers or illustrations that can be periodically changed or rearranged without altering the face of or surface of the sign. A changeable copy sign displays message and/or graphics with electronic or mechanical means, is not animated, and remains unchanged for at least 3 seconds.
- (i) Commercial Message. Any sign working, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.
- (j) Contractor Sign. A temporary, freestanding sign located on the premises of a construction site that may contain advertising in connection with the name of the building contractor or subcontractor, and may refer to materials, appliances, supplies, and building trades used in the construction.
- (k) Curb Sign. Any sign composed of one or more numerals painted on a curb located within a public right-of-way which designates the address of the premises upon which it is located.
- (l) Embellishment. A purely decorative adornment or structural trim on a sign which includes letters, figures, characters, or representations in cutouts or irregular forms or similar ornaments attached to or superimposed upon a sign, as well as any molding, battens, capping, nailing strips, latticing, and platforms which are attached to a sign structure. An embellishment shall not include any design which appears in the corporate logo of the business or products advertised; or a symbol or representation which typifies the nature of the business or products advertised. (Ord. 1-2006. Passed 2-22-06.)
- (m) Flag. Any fabric containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, corporation, or other entity (subject to Section 1166.07(g)(2)). Examples of flags include the flag of the United States, the State of Ohio, the City of Sylvania, foreign nations having diplomatic relations with the United States, corporate flags, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction. (Ord. 84-2006. Passed 8-21-06.)

- (n) Freestanding Sign. Any sign supported by structures or supports that are placed on, or anchored in, the ground and that is independent from any building or other structure.
- (o) Future Development Sign. A temporary, freestanding sign located on the premises of a proposed development construction project which may contain advertising in connection with the name of the development firm, engineer, architect, development firm, building contractor, or real estate firm and may depict a plat map and conceptual drawings of the construction.
- (p) Hazardous Sign. A sign which is hazardous to the public health or safety.
- (q) Identification Sign, Area. A decorative sign, free-standing or affixed to a wall or fence, which only identifies the name and/or address of a neighborhood, residential subdivision, multiple residential complex, or commercial or industrial complex.
- (r) Identification Sign, Building. Any sign stating the use and name given to the use of a building, structure or area when such use is permitted in the district in which the sign is located.
- (s) Incidental Signage. A sign less than or equal to three (3) square feet in size or groups of such signs related to secondary purposes of the use of the subject property which does not contain a commercial message legible from a position off the zone lot from which sign is located. Incidental signage includes warnings and vehicular directional signage such as "no parking," "no solicitation," "no trespassing," "beware of dog," security alarm warnings, "caution," "entrance," "exit," "loading zone," "reserved parking spaces," "handicapped parking spaces," "telephone," etc. Incidental signage may also indicate the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.
- (t) Institutional Bulletin Board. A sign which primarily displays the name of an organization and/or upcoming events of that organization.
- (u) Low Profile Sign. A freestanding sign where the base of the sign structure is a maximum of twelve (12) inches above the adjacent grade affixed to the ground by supports, but not having the appearance of a solid base.
- (v) Marquee. A fixed covering erected over a public or private walkway as a protection to an entrance of a building or structure. See "Awning" and "Canopy."
- (w) Mobile Sign. A portable sign mounted on a trailer.
- (x) Monument Sign. A freestanding sign where the base of the sign structure is on the ground and where the sign is supported primarily by an internal structural framework or integrated into landscaping or other solid structural features other than support poles.
- (y) Motor Vehicle Sign. Any sign on or attached to a motor vehicle or trailer, other than a public transportation vehicle, which is used for displaying general commercial advertising. Motor vehicle signs do not include customary identification and logos utilized in the normal business or work of the vehicle owner, or for sale signs.
- (z) Multiple-Face Sign. Any sign having two parallel planes or surfaces.

- (aa) Nonconforming Sign. Any sign which was erected and maintained prior to the effective date of this Sign Code, and any subsequent amendments thereto, and which fails to conform to all applicable regulations and restrictions of this Sign Code.
- (bb) Normal Grade. Normal grade shall be construed to be the lower of either the existing grade prior to construction, or the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- (cc) Off-Premise Signs. A sign which advertises an activity, service or product located on property other than property at which such activity or service occurs or which product is sold or manufactured, or an advertising device erected by a company or individual for the purpose of selling advertising messages for profit.
- (dd) On-Premise Signs. A sign which is located on the same site as the activity or property advertised, and has as its purpose the identification of the activity, its products or services, or the sale or lease of the property on which the sign is located, rather than the purpose of general advertising. It must be located upon property either owned or leased and used by the advertised business or profession for the purpose of conducting the business activity.
- (ee) Permanent Sign. A sign attached to a building, structure, or the ground in a manner that enables the sign to resist environmental loads, such as wind, and precludes ready removal or movement of the sign.
- (ff) Projecting Sign. Any sign affixed to a building or wall in such a manner that its leading edge extends, in whole or in part, more than eighteen (18) inches beyond the surface of such building or wall.
- (gg) Pole-Mounted Sign. A freestanding sign supported by one or more pole structures anchored in the ground and independent from any building or other structure.
- (hh) Political Campaign Temporary Sign. Freestanding temporary signs advocating or opposing a candidate for public office or a position on an issue to be determined at an election.
- (ii) Portable Commercial Sign. Temporary signs with a commercial message which are not permanently affixed into the ground or to a building or structure and which can easily be picked up and moved to another location.
- (jj) Real Estate Sign. Any sign advertising the sale, lease, or rental of real estate which is placed upon the property so advertised.
- (kk) Roof Line. The line composed of the highest points of the vertical exterior enclosing walls of a building or structure.
- (ll) Roof Sign. Any sign erected on or affixed to a building or structure which extends, in whole or in part, above the roof line.
- (mm) Service Director. The Service Director of the City of Sylvania. References to the Service Director in this Chapter shall include a duly authorized designee.
- (nn) Sign. Any letters, parts of letters, words, figures, numerals, emblems, devices, designs, displays, drawings, trademarks, posters, handbills or any other objects which: (i) are designed, intended, or used to advertise or make known, designate or attract attention to any person or any thing (such as a person, place, event, product or business), (ii) are visible to persons located outdoors, and (iii) are capable of attracting the attention of such persons. A sign shall include any supporting structures or equipment used to display the sign face.

- (oo) Street Frontage. The distance for which a lot line of a zone lot adjoins a public street, from one lot line intersecting said street to the furthest distant lot line intersecting the same street.
- (pp) Temporary Sign. Any sign not intended for permanent installation, such as promotional and street banners and signs at construction sites. They may also be incidental or miscellaneous in nature, such as political campaign temporary signs and real estate signs.
- (qq) Visible. Capable of being seen and comprehended without visual aid by a person.
- (rr) Wall Sign. Any sign attached parallel to, but within eighteen (18) inches of, a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.
- (ss) Window Sign. Any sign placed inside a window in a building or structure or upon the window panes or glass such that it is visible from the exterior of the window.
- (tt) Zone Lot. A parcel of land in single ownership that is of sufficient size to meet minimum zoning requirements for area, coverage, and use, and that can provide such yards and other open spaces as required by the zoning regulations.
- (uu) Zoning Administrator. The Zoning Administrator of the City of Sylvania. References to the Zoning Administrator in this Chapter shall include duly authorized designees.  
(Ord. 1-2006. Passed 2-22-06.)

#### 1166.05 COMPUTATIONS.

- (a) Computation of Sign Area. The aggregate surface area of a sign or of all the signs on a property shall be calculated as follows:
  - (1) The area of a sign (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the copy, representation, emblem, and/or other display;
  - (2) The area of a sign, or any portion thereof, shall exclude any decorative embellishments and any supporting framework, bracing, or decorative fence or wall when such structures do not have letters, parts of letters, words, figures, numerals, emblems, devices, designs, trademarks, posters, handbills or other objects affixed thereon and is clearly incidental to the display itself. Freestanding sign structures may extend above the allowable height and/or permitted horizontal dimension for the purposes of sign structure enhancement or embellishment, provided such extension does not exceed a maximum of twelve (12) inches on any side;
  - (3) The area of a sign, or any portion thereof, having a distinctive or ornamental background which sets the background apart from a larger surface so that it forms an integral part or element of the sign, including any frame that forms an integral part of the display or is used to differentiate the sign from the backdrop or structure against which it is placed, shall include the area of the background;

- (4) If any portion of the words, symbols or pictorial elements of a sign extends beyond a border or background, the area of that portion of the sign shall be the area of a rectangle inscribed around it;
- (5) The area of any sign hung, placed, painted or displayed on a marquee or awning shall be included in determining the total area of signs erected or displayed;
- (6) The total area of a double-face sign shall be considered to be the area of the largest face;
- (7) The total area of a sign having more than two faces shall be the sum of the area of all the faces of the sign, less the area of the smallest face;
- (8) The total area of spherical, free-form, sculptural, or other non-planar signs shall be seventy-five (75) percent of the sum of the areas using only the four vertical sides of the smallest cube that will encompass the sign;
- (9) The total area of all signs shall not include temporary window signs.

(b) Computation of Freestanding Sign Height. The height of a freestanding sign shall be computed as the distance from the base of the sign at a normal grade to the top of the highest attached component of the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street, or the grade of the land at the principal entrance to the principal structure on the zone lot, whichever is lower.  
(Ord. 1-2006. Passed 2-22-06.)

#### 1166.06 PROHIBITED SIGNS.

Unless otherwise specifically authorized by this chapter, the following signs are prohibited, regardless of their location in the City, and will not be issued a permit:

- (a) Abandoned Signs;
- (b) Advertising Vehicles. No person shall operate or park any vehicle or trailer on a public right of way, or on public property so as to be visible from a public right of way, which vehicle or trailer has attached thereto or located thereon any sign or advertising device, for the purpose of advertisement of products or directing people to a business or activity located on the same or nearby property or on any other premises. This prohibition is not intended to prohibit any form of vehicular signage, such as a sign attached to a bus or lettered on a motor vehicle, unless the primary purpose of such vehicle is for such advertising.
- (c) Animated Signs.
- (d) Hazardous Signs.
- (e) Mobile and Portable Commercial Signs.
- (f) Motor Vehicle Signs. (Ord. 1-2006. Passed 2-22-06.)
- (g) Off-Premises Signs. Except as permitted in Section 1145.06(r).  
(Ord. 84-2006. Passed 8-21-06.)
- (h) Pennant Banners.
- (i) Pole-Mounted Signs.
- (j) Roof Signs.

- (k) Signs Affixed to Certain Property. No sign may be painted, marked, written, posted or displayed on or otherwise affixed to any street sign or traffic sign, sidewalk, crosswalk, curb, curbstone, street lamp post, hydrant, railroad trestle, electric light or power pole or telephone pole or wire appurtenance thereof, fixture of the fire alarm system, public bridge, drinking fountain, natural features such as trees, shrubs, rocks or tree stakes or guards, provided however that signs posted for the purpose of identification on a utility structure for safety and maintenance may be erected and displayed.  
(Ord. 1-2006. Passed 2-22-06.)
- (l) Signs Encroaching Upon a Public Right-of-Way. Except as specifically authorized by the issuance of a Certificate of Appropriateness by the Architectural Review Board for signs in the B-3 Central Business District, no sign, marquee or awning, or any part thereof, or any part of the foundation or support thereof, may be erected if displayed on, over or across any street, road, highway, alley, sidewalk, public parking lot, or other public right-of-way unless an ordinance authorizing such encroachment has been enacted by City Council. However, any banners authorized pursuant to Section 1166.07(h)(2)A. and curb signs are permitted as provided elsewhere in this chapter;  
(Ord. 84-2006. Passed 8-21-06.)
- (m) Signs Interfering with Traffic.
- (1) No sign may be erected or displayed which simulates any traffic control or warning signs, light or device and which is visible from any street, road, highway, alley, parking area or other area utilized by motor vehicles;
  - (2) No sign may be erected or displayed which obstructs, obscures or impairs the free and clear vision of motorists on a public right-of-way or which interferes with, misleads, confuses or endangers motorists or pedestrians;
  - (3) No sign may be erected or displayed which utilizes a spotlight or other device which projects a beam of light in the direction of any street, road, highway, alley or parking area.  
(Ord. 1-2006. Passed 2-22-06.)

#### 1166.07 STANDARDS FOR PERMITTED SIGNS.

Unless otherwise specifically provided by this chapter, all signs located in the City shall be subject to the following limitations, and no permit shall issue for a sign or temporary sign except to the extent that the sign or temporary sign shall conform to these standards:

- (a) Maximum Number of Signs.
- (1) Except as specifically provided in this chapter, no zone lot shall be permitted more than two signs of different types or more than one sign of any particular type.
  - (2) In the case of a zone lot with access ways on two streets, there shall be permitted two signs of the same kind, one per access way, and a third sign of a different type.
  - (3) Only one freestanding sign per 250 linear feet of street frontage shall be permitted on any zone lot. (For example: a lot with 500 linear feet to 749 linear feet of street frontage may be permitted to have two (2) freestanding signs.)

(b) Location and Configuration.

- (1) Building signs. A building sign may include an awning sign, a canopy sign, a marquee sign, a double faced projecting sign extending at an angle from the building wall, a single-faced wall sign flat against the wall, a window sign, or any similar sign that is attached to a building.
- A. Awning, Canopy, and Marquee Signs. Such signs may be attached to roof-like structures extending from a building wall or covering a fuel service island, provided such signs are made a part of the awning, canopy, or marquee and do not extend above the vertical surface of the canopy.
- B. Projecting Signs. Signs projecting at an angle from the building wall shall not project more than four feet from the building wall, or within one foot of an established curb line, whichever is less. A projecting sign may not encroach upon a public right-of-way unless City Council has enacted an encroachment ordinance. The bottom of any sign projecting at an angle from a wall shall be at least ten feet above the sidewalk or finish grade line and at least fourteen feet above an alley or parking area. The top of any projecting sign shall not project above the roof line of the building wall to which the sign is attached.
- C. Wall Signs. Wall sign placement shall be determined by the Board of Architectural Review. The following guidelines may guide the Board's review:
1. The top edge of the sign should not project above the lower edge of the second story window sills;
  2. The sign should not cover or obscure any architectural feature or detail of the building onto which it is placed. (Architectural features or details may not be removed from a building to accommodate a sign without the express approval of the Architectural Review Board);
  3. The top edge of the sign should not project above the top of the building;
  4. The bottom edge of the sign should be positioned at least eight (8) feet above grade level and the top edge of the sign should not be higher than ten (10) feet from the top of the storefront's entrance and display windows. A wall sign should not project below or above the signboard area of a building;
  5. The sides of a sign should be positioned so as not to extend past the length of the storefront area;
  6. The sign should be placed flush against the facade of the building and should not project more than eighteen (18) inches from the surface of the wall onto which it is mounted.
- (2) Freestanding signs. No freestanding sign shall be located closer than fifty (50) feet to an adjacent lot line included in any "R" District. Signs with more than four faces are prohibited.

(c) Maintenance of Signs.

- (1) All signs, marquees and awnings shall be maintained at all times in a safe structural condition and in a neat and clean condition, and shall be kept free from defective or missing parts or peeling paint. Signs which provide time and/or temperature readings must be maintained to reflect current readings.
- (2) It shall be unlawful to reconstruct a sign that is damaged beyond fifty (50) percent of its replacement cost, or otherwise modify a sign to the extent that the cost of such modification is more than fifty (50) percent of its replacement cost, except in conformance with the provisions of this code.
- (3) All permanent signs, and the illumination thereof shall be designed, constructed and maintained in conformity with applicable provisions of the building and electrical codes adopted by the City. Wherever there is inconsistency between these sign regulations and the building or electrical code, the more stringent requirement shall apply.
- (4) All permitted signs shall be maintained perpetually by the property owner, and, in addition at the option of the property owner, any of the following: the owner of the sign, a pertinent homeowners association, or some other person who is legally accountable.
- (5) All signs, including their supports, braces, guys, and anchors, electrical parts and lighting fixtures, and all painted and display areas, shall be maintained in a state of good repair in accordance with the building and electrical codes adopted by the City, and shall present a neat and clean appearance.
- (6) The vegetation around, in front of, behind, and underneath the base of freestanding signs for a distance of ten (10) feet shall be neatly trimmed and free of unsightly weeds, and no rubbish or debris shall be permitted under or near the sign.
- (7) Notice and removal. The Service Director may cause to be removed after due notice any sign or any portion of its structural elements or its supporting framework which shows gross neglect, becomes dilapidated, or has ground area around it that is not well maintained in accordance with the provisions of this Chapter. The Zoning Administrator will give the owner ten (10) days written notice by certified mail to correct the deficiencies or remove the sign(s). If, after written notice to the owner, signs are not repaired or removed within ten (10) days of the notice, the Service Director shall cause the removal and charge the cost to the owner. Such cost, at the discretion of the Service Director, may be recorded as a mechanics lien against the property.

(d) Abandonment of Signs.

- (1) It shall be unlawful to refurbish, reconstruct, change sign faces, text or messages upon any sign that has been abandoned or experienced an interruption of use for six (6) or more months, except in conformance with the provisions of this code.

- (2) Whenever a sign is abandoned or the use of a building or structure or real property is discontinued, all signs pertaining to that use which were previously erected or displayed shall be removed within six (6) months of the discontinuance of the use. Sign supports and frames for abandoned signs shall be allowed to remain at the option of the Zoning Administrator if they fully conform to this chapter, if they would most likely be reconstructed in the same place and manner by a subsequent owner, and if they add real estate value to the property. It shall be the responsibility of the owner of the building, structure, or real property to accomplish the removal. If, after written notice to the owner, such signs are not removed within ten (10) days of the notice, the Service Director shall cause the removal without notice or action from the City and charge the cost to the owner. Said cost may, at the discretion of the Service Director, be recorded as a mechanics lien against the property. (Ord. 1-2006. Passed 2-22-06.)

(e) Illumination of Signs. Where permitted as set forth in the tables found in Sections 1166.08 to 1166.14, signs may be illuminated internally or by reflected light having constant intensity of illumination. The source of light for signs shall not be directly visible, and shall be so arranged as to reflect away from the adjoining premises. The illumination shall be so placed as not to cause confusion or hazard to traffic, or conflict with traffic control signs or lights. (Ord. 84-2006. Passed 8-21-06.)

(f) Reflection Devices on Signs. No sign shall contain any reflective device.

(g) Special Types of Permanent Signs.

- (1) Area identification signs. Area identification signs shall only be permitted with a sign permit at an entrance to a development and shall only contain the name and address of the area or subdivision allowed on the sign. If placed in a boulevard, such placement shall be subject to review by the Service Director who shall consider site distance issues and safety concerns.
- (2) Flags. The display of flags shall be subject to the following limitations:
- A. Flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes;
  - B. A flag shall not exceed 60 square feet in area;
  - C. There shall be no more than three (3) flagpoles per zone lot, the top of which may not exceed 40 feet in height;
  - D. There shall be no more than two flags per pole;
  - E. No rooftop flagpoles shall be permitted;
  - F. A corporate flag may only be flown without a permit when flown along with the U.S. flag;
  - G. Any flag not meeting any one or more of these conditions shall be considered a banner sign and shall be subject to regulation as such. (Ord. 1-2006. Passed 2-22-06.)
- (3) Gasoline service stations. Gasoline service stations whose principal business is the sale of motor fuel may display the following signs in addition to those authorized by state law under consumer protection statutes and this Chapter.

- A. One double-faced sign not exceeding five square feet on a side is permitted for each set of motor fuel pumps identifying them as "self-service" or "full service".
  - B. Multiple single or double-faced signs, having a total aggregate surface area, including the sign frames and surrounding surfaces, of not more than fifteen square feet for single faced or double faced signs, with the total area of a double-faced sign being the area of the largest face, are permitted for the display of information. The top of such sign shall not extend more than seven feet above the finished grade of the service station. Such signs shall be fixed, and shall not be located nearer to the street than the motor fuel pump islands that are nearest such street, and such signs shall not be illuminated.
  - C. Signs limited to the identification of the brand name, logo or type of fuel sold and other signs as may be required by law shall be permitted on the motor fuel pumps.
  - D. Any such signs as may be required by law.
- (4) Vending machine signs located outside a building and legible from any public right-of-way shall be counted as a sign for purposes of determining the number and aggregate surface area of signs permitted on a zone lot. (Ord. 84-2006. Passed 8-21-06.)

(h) Temporary Signs.

- (1) General requirements. Temporary signs shall be permitted only in accordance with the following regulations and other applicable regulations of this chapter, the Building Code, or other City ordinances, except that temporary signs shall be permitted in addition to the maximum number of signs as provided in Section 1166.07(a).
- A. Permit Required. Unless specifically identified as not requiring a permit in Section 1166.03, all temporary signs shall require a sign permit.
  - B. Sign Area. Temporary signs requiring a permit shall be limited in size to nine (9) square feet in residential zoning districts and limited to fifty (50) square feet in all other zoning districts.
  - C. Display Period. Temporary signs shall be permitted for a specific period not to exceed one (1) year or such other period as specified herein.
  - D. Location. Temporary signs shall not be placed on any public property, public right-of-way, public utility facility, utility pole, lamp post, electric light, railway, shade tree, fire hydrant or any box covering them, bridge or bridge abutment, pavement, sidewalk, crosswalk, public building, or any property belonging to the City.
  - E. Removal of Temporary Signs. If a temporary sign is unpermitted or illegally placed, the Zoning Administrator or his designee may have it removed.  
(Ord. 1-2006. Passed 2-22-06.)

(2) Special temporary sign classifications and regulations.A. Banners:

1. Street Banners. A street banner may be erected or displayed for up to thirty (30) days in a business district on the Toledo Edison poles within the public right of way at the 5800 block of Monroe Street, subject to the following terms and conditions:
  - a. The bottom of the banner must be mounted at least eighteen (18) feet above the roadway, or in accordance with the latest National Electrical Safety Code and/or local safety codes.
  - b. Provisions must be made for air escapement in street banners and should be at least thirty-five (35%) percent of the total banner area.
  - c. Street banners must have a minimum of four (4) "tie downs," which shall be of non-conducting material.
  - d. The installation shall be made in a professional manner.
  - e. The City of Sylvania will perform inspections of the banner installations and reserve the right to remove the banners anytime for the matter of safety and health and public welfare.
  - f. The fee for obtaining the permit to install the banners shall be set at \$100.00.
  - g. The Council of the City of Sylvania will review and grant permission to install banners on an application-by-application basis.
  - h. The purpose of the banner installation shall be one of the following reasons: a Sylvania charitable event or a civic purpose to benefit the community.
  - i. Banners may not be installed for private commercial or political gain.
  - j. The organization shall procure and maintain during the term of banner installations at their own expense the following insurance:
    - i. Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) combined single limit per occurrence, one million dollars (\$1,000,000) annual aggregate;
    - ii. The City, along with the Company, its officers, agents and employees shall be named as an additional insured.

- iii. An ACCORD Certificate of Insurance Form 25-S and a copy of the above endorsement shall be filed with the City's Clerk of Council at the time the organization obtains the application/permit. The Certificate shall contain a provision that coverage afforded under this policy shall not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City. The organization shall thereafter maintain current with the City both the Certificate and Endorsement until such time as the encroachment shall be terminated.
  - iv. The organization, their successors and assigns agree to defend, hold harmless and indemnify the City of Sylvania officials, officers, agents and employees against any and all loss, damage, claims or expense whatsoever by reason of injury (including death) to any person or property arising in any manner or under any circumstances whatsoever from the use, occupancy, operation or other activities by which the organization in connection with the banners whether said injury or damage is suffered by the organization, their agents, subcontractors, vendors, employees, or any other person whomsoever who seeks to hold the City, its officials, agents, and/or employees liable.  
(Ord. 84-2006. Passed 8-21-06.)
2. Promotional Banners.
- a. The area of all promotional banners displayed for a business or other non-residential use shall be limited to 25 percent of the maximum permitted permanent sign area for the zone lot.
  - b. Each business or use shall display banners for no more than sixty (60) days during any calendar year.
  - c. Banners shall be displayed only as wall, window, canopy, awning, marquee, or projecting signs in accordance with the applicable regulations pertaining to each sign type.
  - d. Banners may be displayed over a permanent sign frame until construction of a new permanent sign for a period which may not exceed sixty (60) days.  
(Ord. 1-2006. Passed 2-22-06.)
3. Ornamental Banners. Ornamental banners may be erected or displayed in any zoning district.  
(Ord. 84-2006. Passed 8-21-06.)

- B. **Construction Signs.** One temporary construction sign permit may be issued for an on-premises sign in connection with a construction project. One additional construction sign may be erected if the project is located on an intersection of two existing streets. A construction sign may be erected for a period no more than seven (7) days prior to the beginning of construction for which a valid temporary zoning permit has been issued and shall be removed seven (7) days after completion and/or prior to occupancy. In no case shall the time period exceed one year.

<b>CONSTRUCTION SIGN REQUIREMENTS</b>					
District	Max. Area Per Individual Sign Face	Maximum Height	Maximum Width	Setback Front *	Setback Side & Rear *
All Residential	12 s.f.	3.5 ft.	4 ft.	10 ft.	5 ft.
All Commercial	50 s.f.	8 ft.	8 ft.	8 ft.	5ft
All Industrial	100 s.f.	10 ft.	8 ft.	10 ft.	5 ft.
* Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-½) feet and ten (10) feet.					

- C. **Future Development Signs.** One on-premises, temporary future development sign permit may be issued in connection with a proposed construction project. A future development sign may be erected not more than one year prior to the anticipated beginning of construction. An extension of up to one year may be granted upon satisfactory evidence that construction will begin within the extension period.

<b>FUTURE DEVELOPMENT SIGN REQUIREMENTS</b>					
District	Max. Area Per Individual Sign Face	Maximum Height	Maximum Width	Setback Front *	Setback Side & Rear *
All Residential	32 s.f.	8 ft.	4 ft.	20 ft.	20 ft.
All Commercial	64 s.f.	10 ft.	14 ft.	30 ft.	30 ft.
All Industrial	100 s.f.	10 ft.	14 ft.	30 ft.	30 ft.

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- D. **Portable Commercial Signs.** A portable commercial sign with one or two faces may be permitted. The permit for a portable sign shall be valid for only one year from the date the permit is granted.
- E. **Real Estate Signs.** A real estate sign shall be permitted as of the date of continuous, active sales promotion efforts of the zone lot.
- F. **Window Signs.**
1. Temporary window signs shall not be considered when determining whether the standards set forth in Section 1166.07(a) (Maximum Number of Signs) and Section 1166.07(b) (Location and Configuration) herein above have been satisfied.
  2. Temporary window signs shall not exceed thirty (30) percent of the total window area of each ground floor occupancy of a building.
  3. Temporary window signs shall be allowed without a permit for no more than 30 consecutive days two times per year.  
(Ord. 1-2006. Passed 2-22-06.)

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SIGNS PERMITTED IN RESIDENTIAL DISTRICTS										
Land Use	Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Ht. From Grade (#2)	Setback Front	Setback Side & Rear (#2)	Other Requirements
<b>R-1, R-1A, R-2, and R-2A Residential Uses</b>										Unlighted only (#3)
	Freestanding Signs									
		Low Profile Sign (#4)	P	1		50 s.f.	4 ft.	10 ft.	5 ft.	
		Area Identification Sign	P	1 per development entrance		50 s.f.	4 ft.	10 ft.	5 ft.	14 ft. maximum width
	Building Signs									
		Identification Sign (#5)	P	1 per building	-	1-1/2 s.f.	-	-	-	
<b>R-3 and R-4 Residential Uses and Non-Residential Business Uses</b>					The lesser of 100 s.f. or 0.5 s.f. per lineal foot of street frontage					External illumination only (#3)
	Freestanding Signs									
		Low Profile or Monument Sign (# 4)	P	1 per 250 lineal feet of street frontage		50 s.f.	6 ft.	10 ft.	5 ft.	
		Area Identification Sign	P	1 per development entrance		50 s.f.	3.5 ft.	10 ft.	5 ft.	14 ft. maximum width
	Building Signs									
		Identification Sign (#5)	N	1 per building entrance	-	1-1/2 s.f.	-	-	-	

Land Use	Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Ht. From Grade (#2)	Setback Front	Setback Side & Rear (#2)	Other Requirements
<b>Non-Residential, Institutional Uses</b> (Such uses may include, but are not necessarily limited to churches, schools, and cemeteries)					The lesser of 100 s.f. or 0.5 s.f. per lineal foot of street frontage					Internal and external illumination permitted (#3)
	Freestanding Signs									
		Institutional Bulletin Board(#6)	P	1	50 s.f.	50 s.f.	8 ft.	10 ft.	5 ft.	
		Low Profile or Monument Sign (#4)	P	1 per street frontage	The lesser of 50 s.f. or 0.2 s.f. per lineal foot of building facade facing the street	50 s.f.	8 ft.	10 ft.	5 ft.	
	Building Signs									
		Identification Sign (#5)	N	1 per building		1-1/2 s.f.	-	-	-	
		Wall Sign	P	1	-	10 s.f.	-	-	--	
<b>Footnotes to Signs Permitted in Residential Districts:</b>										
1.	P = Sign permit required; N = No sign permit required. No sign may be erected or displayed without the permission of the owner or the lawful occupant of the property.									
2.	Signs located within sixty (60) feet of the midpoint of a street intersection where traffic may not be required to stop, or a railroad and a street intersection must provide a clear view between heights of two and one-half feet and 10 feet.									
3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.									
4.	No commercial message allowed on sign, except for a commercial message drawing attention to an activity permitted and conducted on the premises.									
5.	Only name and address of occupant allowed on sign.									

(Ord. 1-2006. Passed 2-22-06.)

SIGNS PERMITTED IN "B-1" LIMITED BUSINESS AND OFFICE DISTRICT AND "B-1-B" MODIFIED BUSINESS AND OFFICE DISTRICTS.										
Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
All Permitted Signs in B-1 and B-1-B Business Districts										Internal and external illumination permitted with a sign permit (# 3)
<b>Freestanding Signs</b>										
	Area Identification Sign	P	1 per development entrance		70 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	
	Low Profile or Monument Sign	P	1	--	70 s.f.	10 ft.	8 ft.	10 ft.	5 ft.	
<b>Building Signs</b>										
	Awnings	P	2	--	25% of vertical surface of awning	--	(# 4)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of wall area of which such sign is a part	25% of vertical surface of canopy or marquee	--	(# 4)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per building	1.5 s.f.	1.5 s.f.	--	-	-	-	(# 5)
	Projecting Sign	P	1	10% of wall area of which such sign is a part	40 s.f.	8 ft.	(# 4)	-	-	
	Suspended / Swinging Sign	P	1 per entrance	12 s.f.	6 s.f.	6 ft.	(# 4)	-	-	
	Wall Sign	P	1 per building unit (# 6)	-	40 sq. ft.	-	-	-	-	
	Permanent Window Sign	P	1	-	25% of the total window area of each ground floor occupancy of a bldg. (# 7)	--	12 ft.	-	--	

(Ord. 84-2006. Passed 8-21-06.)

<b>Footnotes to Signs Permitted in B-1 and B-1-B Business Districts:</b>	
#1.	P = Sign permit required; N = No sign permit required No sign may be erected or displayed without the permission of the owner or the lawful occupant of the property.
#2.	Signs shall not be allowed to project over public rights of way. Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway.
#3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.
#4.	A vertical clearance of 9 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 14 feet is required from a public street.
#5.	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
#6.	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
#7.	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord.1 -2006. Passed 2-22-06.)

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SIGNS PERMITTED IN PROFESSIONAL-RESEARCH-OFFICE DISTRICT										
Sign Style	Sign Type	Permitted Signs (# 1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
All Permitted Signs in P-R-O Districts										
Freestanding Signs										
	Area Identification Sign	P	1 per development entrance	-	70 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	Internal and external illumination permitted with a sign permit (# 3)
	Low Profile or Monument Sign	P	1	-	70 s.f.	10 ft.	8 ft.	10 ft.	10 ft.	
Building Signs										
	Awning Sign	P	2	-	The lesser of 6 s.f. or 25% of vertical surface of awning	-	(# 4)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of wall area of which such sign is a part	25% of vertical surface of canopy or marquee	--	(# 4)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per building	1.5 s.f.	1.5 s.f.	-	-	-	-	(# 5)
	Projecting Sign	P	1	10% of wall area of which such sign is a part	40 s.f.	8 ft.	(# 4)	-	-	
	Suspended / Swinging Sign	P	1 per bldg. entrance	12 s.f.	6 s.f.	6 ft.	(# 4)	-	-	
	Wall Sign	P	1 per building unit (# 6)	-	40 sq. ft.	-	-	-	-	
	Permanent Window Sign	P	1	-	25% of the total window area of each ground floor occupancy of a building (# 7)	--	12 ft.	-	--	

(Ord. 84-2006. Passed 8-21-06.)

<b>Footnotes to Signs Permitted in P-R-O Districts:</b>	
#1.	P = Sign permit required; N = No sign permit required
#2.	Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway. Signs shall not be allowed to project over public rights of way.
#3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.
# 4.	A vertical clearance of 9 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 14 feet is required from a public street.
# 5.	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
# 6.	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
# 7.	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord.1-2006. Passed 2-22-06.)

SIGNS PERMITTED IN B-2 GENERAL BUSINESS DISTRICT										
Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
All Permitted Signs in B-2 Districts										Internal and external illumination permitted with a sign permit (# 3)
Freestanding Signs										
	Area Identification Sign	P	1 per development entrance	-	70 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	
	Low Profile or Monument Sign	P	1	-	70 s.f.	10 ft.	8 ft.	10 ft.	10 ft.	
Building Signs										
	Awning Sign	P	2	-	25% of vertical surface of awning	-	(# 4)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of wall area of which such sign is a part	25% of vertical surface of canopy or marquee	-	(# 4)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per bldg.	1.5 s.f.	1.5 s.f.	-	-	-	-	(# 5)
	Projecting Sign	P	1	10% of wall area of which such sign is a part	40 s.f.	8 ft.	(# 4)	-	-	
	Suspended / Swinging Sign	P	1 per bldg. entrance	12 s.f.	6 s.f.	6 ft.	(# 4)	-	-	
	Wall Sign	P	1 per building unit (# 6)	-	s.f. equal to 1.6 times lineal foot frontage	-	-	-	-	
	Permanent Window Sign	P	1	--	25% of the total window area of each ground floor occupancy of a building (# 7)	--	12 ft.	-	--	

(Ord. 84-2006. Passed 8-21-06.)

<b><u>Footnotes to Signs Permitted in the B-2 General Business District:</u></b>	
# 1.	P = Sign permit required; N = No sign permit required
# 2.	Signs shall not be allowed to project over public rights of way. Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway.
# 3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.
# 4.	A vertical clearance of 10 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 14 feet is required from a public street.
# 5	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
# 6	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
# 7	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord. 1-2006. Passed 2-22-06.)

SIGNS PERMITTED IN B-3 CENTRAL BUSINESS DISTRICT.										
Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
All Permitted Signs in B-3 Districts										Internal and external illumination permitted with a sign permit
<b>Freestanding Signs</b>										
	Area Identification Sign	P	1 per development entrance	-	70 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	
	Low Profile or Monument Sign	P	1	-	70 s.f.	10 ft.	8 ft.	10 ft.	10 ft.	
<b>Building Signs</b>										
	Awning Sign	P	2	-	25% of vertical surface of awning	-	(# 3)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of wall area of which such sign is a part	25% of vertical surface of canopy or marquee	-	(# 3)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per building	1.5 s.f.	1.5 s.f.	-	-	-	-	(# 4)
	Projecting Sign	P	1	10% of wall area of which such sign is a part	40 s.f.	6 ft.	(# 3)	-	-	
	Suspended / Swinging Sign	P	1 per bldg. entrance	12 s.f.	6 s.f.	6 ft.	(# 3)	-	-	
	Wall Sign	P	1 per building unit (# 5)	-	s.f. equal to 1.6 times lineal foot frontage	-	-	-	-	
	Permanent Window Sign	P	1	-	25% of the total window area of each ground floor occupancy of a building (# 6)	-	12 ft.	-	-	

(Ord. 84-2006. Passed 8-21-06.)

<b>Footnotes to Signs Permitted in the B-3 Central Business District:</b>	
#1.	P = Sign permit required; N = No sign permit required
#2.	Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway. Signs shall not be allowed to project over public rights of way except for wall signs on the front wall of a building which abut the right-of-way.
# 3.	A vertical clearance of 10 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 14 feet is required from a public street.
# 4.	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
# 5.	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
# 6.	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord. 1-2006. Passed 2-22-06.)

SIGNS PERMITTED IN B-4 SHOPPING CENTER DISTRICT.										
Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
<b>All Permitted Signs in B-4 Districts</b>										Internal and external illumination permitted with a sign permit (#3)
<b>Freestanding Signs</b>										
	Area Identification Sign	P	1 per development entrance	-	70 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	
	Low Profile or Monument Sign	P	1 per development	-	100 s.f.	10 ft.	10 ft.	10 ft.	10 ft.	
<b>Building Signs</b>										
	Awning Sign	P	1 per Building Unit	-	25% of vertical surface of awning	-	(# 4)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of the wall area of the Bldg. Unit of which such sign is a part	25% of vertical surface of canopy or marquee	-	(# 4)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per Bldg. Unit	-	1.5 s.f.	-	-	-	-	(# 5)
	Suspended / Swinging Sign	P	1 per Bldg. Entrance	-	6 s.f.	3 ft.	(# 4)	-	-	
	Wall Sign	P	1 per Bldg Unit (# 6)	-	s.f. equal to 1.6 times lineal foot frontage	-	-	-	-	
	Permanent Window Sign	P	1	-	25% of the total window area of each ground floor occupancy of a building (# 7)	--	12 ft.	-	--	

(Ord. 84-2006. Passed 8-21-06.)

<b>Footnotes to Signs Permitted in the B-4 Shopping Center District:</b>	
# 1.	P = Sign permit required; N = No sign permit required
# 2.	Signs shall not be allowed to project over public rights of way. Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway.
# 3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.
# 4.	A vertical clearance of 10 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 12 feet is required from a public street.
# 5	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
# 6	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
# 7	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord. 1-2006. Passed 2-22-06.)

SIGNS PERMITTED IN INDUSTRIAL DISTRICTS.										
Sign Style	Sign Type	Permitted Signs (#1)	Max. No. Per Zone Lot	Max. Area Per Zone Lot	Max. Area Per Individual Sign Face	Max. Width	Max. Ht. From Grade (#2)	Setback Front (#2)	Setback Side & Rear (#2)	Other Requirements
All Permitted Signs in the M Districts										Internal and external illumination permitted with a sign permit (#3)
Freestanding Signs										
	Area Identification Sign	P	1 per development entrance	-	100 s.f.	14 ft.	6 ft.	10 ft.	10 ft.	
	Low Profile or Monument Sign	P	1 per street frontage	-	100 s.f.	10 ft.	6 ft.	10 ft.	10 ft.	
Building Signs										
	Awning Sign	P	2	-	The lesser of 6 s.f. or 25% of the vertical surface of awning	-	(# 4)	5 ft.	5 ft.	
	Canopy or Marquee Sign	P	1	10% of the wall area of which such sign is a part	25% of vertical surface of canopy or marquee	-	(# 4)	3 ft. from curb face	5 ft.	
	Identification Sign	N	1 per Bldg.	1.5 s.f.	1.5 s.f.	-	-	-	-	(# 5)
	Projecting Sign	P	1	10% of wall area of which such sign is a part	40 s.f.	8 ft.	(#4)	-	-	-
	Suspended / Swinging Sign	P	1 per Bldg. Entrance	12 s.f.	6 s.f.	6 ft.	(# 4)	-	-	
	Wall Sign	P	1 per building unit (# 6)	-	100 sq. ft.	-	-	-	-	

(Ord. 84-2006. Passed 8-21-06.)

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	Permanent Window Sign	P	1	-	25% of the total window area of each ground floor occupancy of a building (# 7)	-	12 ft.	-	-	
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<b>Footnotes to Signs Permitted in the Industrial Districts:</b>	
#1.	P = Sign permit required; N = No sign permit required
#2.	Signs located within sixty (60) feet of a street intersection or a railroad and a street intersection must provide a clear view between heights of two and one-half (2-1/2) feet and 10 feet and shall not be located within 10 feet of a curb line or a paved roadway. Signs shall not be allowed to project over public rights of way.
#3.	No direct light or significant glare from sign illumination shall be cast onto any right-of-way or adjacent zone lot that is zoned or used for residential purposes. No exposed bulbs or signs of excessively bright luminance are permitted.
# 4.	A vertical clearance of 10 feet is required from a sidewalk, private drive, or parking area. Signs attached to the underside of a canopy or marquee shall have a minimum clearance of 8 feet from same. Where applicable, a vertical clearance of 14 feet is required from a public street.
# 5.	Only name and address of occupant allowed on sign. Identification wall signs not exceeding 4 square feet in area with non-illuminated letters may be permitted in addition to regulated signage.
# 6.	Premises fronting on more than one public right of way may not combine permissible signs for one frontage with another frontage for the purpose of placing the combined area of signs on the frontage.
# 7.	The percentage figure here shall mean the percentage of the area of the wall of which such sign is a part or to which each such sign is most nearly parallel.

(Ord. 1-2006. Passed 2-22-06.)





## 1166.15 ADMINISTRATION, ENFORCEMENT AND PENALTY.

(a) Permits.

- (1) Applicability. No person shall erect, construct, enlarge, relocate, or alter a sign within the scope of this chapter without first obtaining a permit for such sign. The following actions or signs shall not require such approval:
  - A. Cleaning, painting, electrical or comparable maintenance or repair of a sign that does not alter any regulated feature of such sign.
  - B. Signs which are listed in Section 1166.03(b) do not require a permit.
- (2) Procedure. All sign permits shall be procured in accordance with the following procedure:
  - A. Application. A written application for a sign permit shall be submitted to the Zoning Office for review and processing. For all new developments, this application shall be submitted at the time of construction plan submittal. The application will be accepted by the Zoning Office only upon determination that all requisite documentation and appropriate fees accompany the application form. The application shall include the submission requirements set forth in Section 1166.15(a)(3) below, and such supplementary information as may be deemed necessary by the Zoning Administrator to determine compliance with these regulations.
  - B. Review of Application. Within ten (10) business days of receiving an application for a sign permit, the Zoning Administrator shall review the application and plans and specifications to determine whether the proposed sign conforms to all applicable requirements of these regulations.
  - C. Determination of a Complete Application. Following review, if the Zoning Administrator finds that the application is complete and the proposed sign conforms to all applicable requirements of these regulations, the application shall then be processed. If the Zoning Administrator finds that the application is incomplete or that the proposed sign does not conform to all applicable requirements of these regulations, the Zoning Administrator shall within such ten-day period notify the applicant of the specific ways in which the application is deficient or does not conform, with appropriate references to the applicable sections of this chapter. The applicant may upon such notification resubmit its application up to three (3) times without paying an additional Application Fee as provided in Section 1166.15(a)(3)C.
  - D. Certificate of Appropriateness. Following determination of a complete application, the Zoning Office shall immediately refer the application to the Board of Architectural Review for a Certificate of Appropriateness.

1. Standards for Review. The Board of Architectural Review, in deciding whether to issue a Certificate of Appropriateness, shall determine whether the sign that is the subject of the application under consideration meets the following standards:
  - a. All signs shall promote, preserve, and enhance the architectural character of the building or structure to which it is to be affixed or the premises upon which it is to be erected, and of the community in which said building, structure, or premises are located;
  - b. The sign plan aesthetic and economic contextual factors of the proposed sign shall conform to design review standards and guidelines adopted in Sylvania regarding placement; number; size; color; shape and proportions; configuration; graphics; texture; material; lighting; landscaping treatments; as well as the factors set forth in Section 1187.05(a)(1-10).
  - c. The co-location of signs of multiple businesses on one shared freestanding sign shall be promoted.
  - d. The Board of Architectural Review may separately require, among other provisions, that signs shall not contain fluorescent or other metallic treatments and shall fit within a community-wide design theme.
2. Action by the Board of Architectural Review. Within forty-five (45) days of the submission of a complete application for a sign permit:
  - a. If the design theme of the sign(s) that is the subject of the application is found to conform in every respect with the requirements of this chapter, the Board of Architectural Review shall issue a Certificate of Appropriateness and direct the Zoning office to issue a Permit; or
  - b. If the design theme of the sign(s) that is the subject of the application is found to fail to conform in any way with the requirements of this chapter, the Board of Architectural Review shall deny issuance of a Certificate of Appropriateness and specify to the applicant how the sign(s) is inconsistent. The applicant may upon such denial resubmit its application once without paying an additional Application Fee as provided in Section 1166.15(a)(3)C.

- (3) Submission requirements. No request for a sign permit shall be considered complete until all of the following has been submitted to the Zoning office:
- A. Application form. The application shall be submitted to the Zoning office on forms made available by the office. The form shall specify:
1. Name and address of owner of sign;
  2. Name and address of owner or possessor of premises upon which sign located;
  3. Street address or location of the property on which the sign is to be located;
  4. Type of sign or sign structure as defined by this chapter.
- B. Plans and Specifications. Plans and specifications submitted for any proposed sign, including any supporting structure and equipment, shall be drawn to scale and include the following:
1. Lot frontage on all street rights-of-way;
  2. Front elevation of the building facade;
  3. Facade area of any wall on which a sign is proposed to be placed;
  4. A dimensioned sketch of the sign, including the elevations of the sign, and the dimensions of the sign's supporting members;
  5. Height of sign, as measured from finished grade;
  6. Square foot area per sign face;
  7. Location of the sign in relation to property lines, public right-of-ways, easements, buildings, existing trees and vegetation, and other signs on the property;
  8. For illuminated signs, the type and placement of illumination;
  9. Construction materials of sign, including supporting structure and equipment;
  10. Value of the proposed sign, including supporting structure and equipment;
  11. Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be located;
  12. A site plan of the development showing at a minimum the following:
    - a. A north arrow;
    - b. A graphic scale;
    - c. The location, grouping and orientation of all buildings, structures and improvements (both existing and proposed);
    - d. Parking areas and access points;
    - e. Landscaping and buffers where required by the Zoning Ordinance;

- f. Lot lines and dimensions;
      - g. The location and dimensions of streets, alleys, driveways and points of access to public rights-of-way.
    - C. Application Fee. The applicant shall pay a fee of fifteen dollars (\$15.00) for a temporary sign permit and fifty dollars (\$50.00) for any other sign permit.
    - D. Temporary Signs. At the expiration of the applicable time period, additional periods may be granted only upon re-application for permit and payment of additional fees.
  - (b) Sign Installation and Inspections.
    - (1) The applicant must submit a picture of the sign after installation.
    - (2) If, upon inspection, the sign is found to be in noncompliance with the approved application, the Zoning Administrator shall immediately notify the applicant in writing of the deficiencies. The applicant shall have 30 days from the date of the written notice to remedy the noncompliance. If, after such 30 days period, the sign remains in noncompliance upon a second inspection, the sign permit shall be void and the sign shall be subject to the regulations (remedies for violation) set forth in Chapter 1103 and 1171.99.
  - (c) Assignment of Sign Permits. A current and valid permit for a sign shall be freely assignable to a successor as owner of the property or holder of a business license for the same premises, subject only to filing such application as the Zoning Office may require and paying any applicable fee. The assignment shall be accomplished by filing and shall not require approval.
  - (d) Variance. At a minimum, applicants for variance from the provisions of this Sign Code must provide proof that the sign design promotes and facilitates the dissemination of information, traffic safety, economic vitality and community aesthetics. This proof shall include:
    - (1) Conformance with the Federal Manual on Uniform Traffic Control Devices that the placement or size is needed to ensure the sign can be read by the typical viewer under most weather conditions;
    - (2) Signs and sign structures shall be designed in a manner compatible with the character and style of adjoining buildings and neighboring signs and sign structures, guided by the provisions of Section 1166.01 (Purpose) and Section 1166.15(a)(2)D.1. (Standards for Review).
    - (3) If adequate proof is provided the Board of Zoning Appeals may issue a variance permit, retaining the variance application and proof for a period of one year following issuance of the permit.
  - (e) Enforcement and Penalty. Whoever violates any provision of this chapter shall be subject to the penalties provided in Section 1103.99.  
(Ord. 1-2006. Passed 2-22-06.)

**1166.16 NONCONFORMING SIGNS.**

(a) Notification of Nonconformity. After the enactment of this Sign Code, the Zoning Administrator shall, as soon as practical, survey the City for signs which do not conform to the requirements of this Sign Code or for which there is no current and valid sign permit. Upon determination that a sign is nonconforming, the Zoning Administrator shall use reasonable efforts to so notify, in writing, the owner of the property on which the sign is located. If the owner of the property on which the sign is located cannot be determined, the notice may be affixed in a conspicuous place on or next to the sign or to the business premises with which the sign is associated. The notice shall contain the following:

- (1) The owner shall be obligated to remove such sign or to bring it into conformity with the requirements of this Sign Code; and
- (2) Whether the sign is eligible for characterization either as "legal conforming," or "legal nonconforming" pursuant to Section 1166.16(c).

(b) An application for a sign permit shall be submitted to the Zoning Office within sixty (60) days of the notification by the Zoning Administrator that a pre-existing sign does not conform to the requirements of the Sign Code. For any sign on property annexed at a later date, applications for sign permits shall be submitted within sixty (60) days of the effective date of annexation or within such period as may be established in an annexation agreement between the City and the landowner.

- (1) Signs that are the subject of applications received after the expiration of the date set forth in this subsection shall be subject to all of the terms and conditions of this Sign Code and shall not be entitled to the protection of Section 1166.16(c).
- (2) Applications for permits for existing signs submitted before the date set forth in this subsection shall be exempt from the initial fees adopted under authority of this Sign Code.

(c) Legal Nonconforming Signs. Any sign located within the City limits on the date of adoption of this Sign Code or located in an area annexed to the City thereafter which does not conform with this Sign Code, and for which a valid application for a sign permit is submitted as required under Section 1166.16(b) shall be a legal nonconforming sign.

(d) Loss of Legal Nonconforming Status. A legal nonconforming sign may be continued; however, a legal nonconforming sign shall immediately lose its legal nonconforming designation and shall be deemed an illegal sign if any of the following is true:

- (1) The sign is structurally altered in any way to another nonconforming sign or to prolong the life of the sign (except for normal maintenance or to meet safety requirements);
- (2) The sign is expanded or altered in any manner that increases the degree of nonconformity;
- (3) The sign structure is relocated;
- (4) The sign and/or the sign structure is damaged, due to an act of God or otherwise, which damage requires repairs in excess of fifty percent (50%) of the replacement cost of the same;

- (5) The sign and/or the sign structure is located in the public right-of-way, is a nuisance or fails to conform to health and safety codes without regard to the extent of damage;
- (6) Abandonment occurs;
- (7) Council specifically designates the loss of such designation for certain types of signs.

Upon the occurrence of any of the conditions set forth in Section 1166.16(d)(1) to (7) hereof, the sign shall be immediately brought into compliance with this Sign Code, with a new permit secured therefor, or shall be removed.

(e) Loss of Legal Nonconforming Status for Pole-Mounted Signs. In addition to the loss of legal nonconforming status as set forth in Section 1166.16(d), except for pole-mounted signs located on properties in B-4 Shopping Center Districts which properties consist of ninety- five thousand (95,000) or more square feet of commercial or retail space, any other pole-mounted sign which becomes a legal nonconforming sign shall become an illegal sign on and after January 1, 2026.

(f) Legal Nonconforming Sign Maintenance and Repair. Nothing in this chapter shall relieve the owner of the property on which the legal nonconforming sign is located from the requirements of this Sign Code, provided, however, that any repainting, cleaning and other normal maintenance or repair of the sign or sign structure shall not modify the sign structure in any way. Otherwise, the sign may lose its legal nonconforming status.  
(Ord. 1-2006. Passed 2-22-06.)

