



Ground Sign and/or **Single Occupant** Parcel Wall Sign Permit Application

(Other than for Comprehensive Sign Plans)

Reference: City of Edgewood Code of Ordinances, Section 122-4

REQUIRED NON-REFUNDABLE REVIEW FEE: \$100 plus Pass-Through Fees (Ordinance 2019-01)

Please type or print in **BLACK INK**, attach all necessary documentation and additional pages (See Required Submittals on page 2 of application)

Date: _____ Permit #: _____

Property Description		
	Name of Business	
	Address of the property upon which the sign is to be located	
	Legal description of the property upon which the sign is to be located	
	Tax parcel identification number of the property upon which the sign is to be located	
	Existing Zoning of the Property to which the sign will be located	
Contacts		
Property Owner If the owner is an entity other than an individual, list the contact person's name and contact information.		
	Name	
	Address	
	Email Address	
	Telephone Number	
Applicant/ Business Tenant (if different than the property owner)		
	Name	
	Address	
	Email Address	
	Telephone Number	
Contractor		
	Name	
	Address	
	Email Address	
	Telephone Number	
Signature of applicant		Date



**Ground Sign and/or Single Occupant Parcels Submittal Requirements
(Other than for Comprehensive Sign Plans)**

The following information must be included with submittal for review.

	Notarized authorization from the property owner that that applicant has the authority to apply for the sign permit, make changes or corrections to the submitted application, and install the approved sign.
	Survey of Property (applicable only to ground signs): A current signed and sealed survey of the property including the dimensions, acreage, location of all public and private easements and ground appurtenances within the site and street rights-of-way adjacent to the site prepared by a registered land surveyor showing all current structures/improvements.
	Site Plan: A fully dimensioned and scaleable site plan showing the lot frontage(s), building frontage and the location of all proposed signs. For freestanding signs and temporary signs, the site plan shall show all buildings, sidewalks, and parking areas within 50 feet of the proposed sign location, distance of proposed signs from the adjacent street curb or pavement (whichever is closest to property), right-of-way, and property lines, distance from existing signs located on and within 30 feet of side property lines, and the site visibility triangle consistent with subsection 114-4(2) of the City of Edgewood Code of Ordinance, if applicable.
	Sign Drawing(s): A scaleable sign plan that shows the fully dimensioned proposed sign(s) drawn to a minimum scale of one inch equals 50 feet and that demonstrates conformance with Code Section 122 (Signage)
	A list of square footage of all signs onsite, by type, that are attributable to the total permissible signage (i.e., freestanding, attached, window)
	Calculation of square footage of all windows (including doors if glass)
	Landscape plan, as applicable

Please note: If applicant does not submit an architectural or engineered designed plan for City of Edgewood’s review, it will be required by Orange County. City of Edgewood has an agreement with the Orange County to issue building permits and perform inspections. City of Edgewood sign regulations apply and Orange County will not issue a permit without the City of Edgewood’s zoning release.

Rev. 7/2/2021



SIGN COPY AREA STANDARDS

(b) *Non-residential Districts, including ECD.*

- (1) Unless otherwise specified, a maximum total copy area of two square feet for each linear foot of building frontage or 100 square feet, whichever is less, shall be allowed per parcel.
- (2) Multi-occupant parcels at least five acres in size with at least 375 feet of parcel depth measured from the front property line to the rear property line shall be allowed a maximum total copy area of two square feet for each linear foot of building frontage or 200 square feet, whichever is less.
- (3) For parcels abutting multiple rights-of-way, an additional maximum total copy area of one square foot for each linear foot of building frontage along each additional right-of-way or 100 square feet, whichever is less, shall be allowed. Any additional copy area allowed pursuant to this paragraph must be utilized along and directed toward the additional public rights-of-way.
- (4) Subject to the maximum total copy area, the following signs shall be permitted in all non-residential zoning districts:
 - a. *Ground signs.* Ground signs shall be permitted pursuant to the following:
 1. One low-profile sign or one tall-profile sign, consistent with the definitions for same, shall be allowed along each public road right-of-way the parcel abuts.
 2. On multi-occupant parcels at least five acres in size with at least 375 feet of parcel depth measured from the front property line to the rear property line, one large parcel sign, consistent with the definition for same, shall be allowed in lieu of a low-profile, tall-profile, or electronic changeable message sign.
 3. On parcels abutting multiple public road rights-of-way, one additional ground sign shall be allowed per secondary road frontage. The sign location along the secondary frontage shall be at least 100 feet from the point of road intersection with the primary road, as measured along the right-of-way. The secondary frontage shall be the road with the lowest traffic count.
 4. With the exception of electronic changeable message signs, ground signs may include multiple sign panels subject to the following:
 - i. No airspace shall exist between sign panels or sign cabinets;
 - ii. Sign panels located on the same horizontal plane shall be of the same height and configured so that the top and bottom edge of each panel is aligned; and
 - iii. When multiple sign panels are located on the same horizontal plane immediately above or below another row of multiple sign panels, all sign panels in such rows shall be of equal width and aligned so that the left and right edge of each panel is aligned.
 - b. *Attached signs.* The following attached signs shall be permitted:
 1. One wall sign, one projecting sign, or one hanging sign shall be allowed per principal building façade facing a public road right-of-way for each principal building located on a parcel; such sign or signs allowed herein do not have to be located on the building façade facing the public road right-of-way, but only one such sign shall be allowed per building façade.
 - i. No wall sign or supporting structure for a wall sign shall project more than 12 inches from the wall of a building nor over any public right-of-way. Wall signs may not disrupt architectural features of the building and must be architecturally compatible and consistent with the building. Further, no wall sign shall extend above the roofline except where an exterior parapet wall projects above the roofline, in which case such sign may extend to the top of such wall.



- ii. No projecting sign shall extend beyond three feet beyond the face of the building. No sign face of any projecting sign may be greater than six square feet in area. A projecting sign shall be hung at a 90-degree angle from the face of the building and the bottom of the projecting sign shall be at least seven feet above grade.
 - iii. The edge of any hanging sign furthest from the building shall not extend beyond the edge of the roofline. No sign face of any hanging sign may be greater than six square feet in area. A hanging sign shall be hung either parallel to or at a 90-degree angle from the face of the building. The bottom of the hanging sign shall be at least seven feet above grade.
2. One awning sign shall be allowed per awning installed upon the principal buildings located upon the premises.
- c. One fuel pump sign with copy area no greater than two square feet located upon a functional and properly licensed fuel pump. Fuel pump signs shall not be included in the calculation of maximum total copy area.
 - d. Governmental right-of-way signs.
- (5) Each business location located within a multiple-occupant building shall be permitted one attached sign consistent with subsection 122-13(b)(4)b., located proximate to the primary entrance to such business location. Such multiple-occupant signage shall be subject to the following:
- a. The total maximum copy area available for such multiple-occupant signage per parcel shall be two square feet of copy area for each linear foot of building frontage. If the building has multiple stories which are utilized for business locations, then the width of each additional story shall be utilized in calculating the building frontage. Each occupant of the building shall then be allocated sign square footage based on their rental (or owned) square footage percentage of the total available square footage in the building. In no event, however, may any one business location exceed a maximum of 100 square feet of total copy area except as otherwise authorized for an anchor tenant.
 - b. Anchor tenants upon a multiple-occupant parcel shall be allowed an additional one square foot of copy area for each linear foot of building frontage of that portion of the building occupied by the anchor tenant over 100 linear feet. Said additional copy area shall not exceed 200 square feet of copy area per anchor. The copy area allowed within this paragraph shall be wall signage, awning signage, or a combination thereof.