



TOWN OF SARATOGA

PO BOX 486

PHONE: 326-8335

APPLICATION FOR SIGN PERMIT

ZONING ORDINANCE SECTION 328-44 (1978)

DATE: _____

ZONE: _____

FEE: \$25.00

Permit must be obtained before beginning work. Location, Ownership and detail must be correct, complete and legible. Two (2) Copies of a plot plan, DRAWN IN ACCORDANCE WITH AN ACCURATE BOUNDARY LINE SURVEY (If located on or near property line) indicating location, height and wording on sign shall be submitted with the application.

APPLICANT: _____

CONTRACTOR: _____

ADDRESS OF SIGN LOCATION: _____

TYPE OF SIGN: Advertising

Business or Industrial Identification

TOTAL NUMBER OF SIGNS: _____

ILLUMINATION: YES NO

LOCATION OF SIGN: GROUND WALL OTHER: _____

ROOF PROJECTING

AMOUNT OF PROJECTION: _____

SIGN DIMENSION: Height: _____ Length: _____ Sq Ft: _____

Property Owner: _____

Address: _____

Telephone: _____ Cell: _____

Applicant Signature: _____ Date: _____

THE FOLLOWING IS FOR OFFICIAL USE ONLY

APPROVED BY: _____ DATE: _____

PERMIT NUMBER: _____



TOWN OF SARATOGA
PO BOX 486
PHONE: 326-8335
CHEKCLIST FOR SIGN PERMIT

- 1. WHAT ZONE IS THE SIGN LOCATED? _____
- 2. IS THE SIGN LOCATED ON OWNERS PROPERTY OR DO YOU HAVE PERMISSION FROM THE OWNER? _____

3. NO SIGN SHALL BE LOCATED ON OR EXTEND ONTO OR ABOVE TOWN PROPERTY.

4. SIGNS SHALL NOT BE LARGER THAN ALLOWED BY THE MUNICIPAL CODE AND NO SIGN SHALL BE LARGER THAN 250 SQFT.

5. THE FOLLOWING IS A LIST OF ZONES AND APPLICABLE CODE SECTIONS

RD14000, RD7200, RD6000, RD 9000, RD 9002	18.63.010 – 18.63.030
RB (RETAIL BUSINESS)	18.63.010, 18.63.020, 18.63.040
HB (HIGHWAY BUSINESS), HI (HEAVY INDUSTRIAL), LI (LIGHT INDUSTRIAL)	18.63.010, 18.63.020, 18.63.050

6. IT IS THE OWNERS RESPONSIBILITY TO KNOW WHICH ZONE YOU ARE LOCATED. A ZONE MAP CAN BE LOCATED AT TOWN HALL.

7. CALL TO SCHEDULE AN INSPECTION ONCE PROJECT IS COMPLETE (326-8335).



TOWN OF SARATOGA
PO BOX 486
PHONE: 326-8335
MUNICIPAL CODE 18.63

SIGNS

18.63.010 General sign regulations.

- A. Projection. No sign shall project more than forty-eight inches (with the exception of home professional or announcement signs) from the building facade to which it is attached and no private sign shall project over public property.
- B. Height. There shall be no rooftop signs or billboards. In no case shall the total height of any sign exceed thirty feet above the average ground level at the base of such sign.
- C. Clearance. No overhead sign structure erected directly upon the ground shall have less than seven feet of clear space between bottom of sign and the ground; provided that necessary supports may extend through such open space. Support structures shall be designed to carry the loads involved, with a wind component of at least ninety miles per hour. Engineer-approved support drawings shall be submitted with sign application.
- D. Length. No sign structure erected directly upon the ground shall have an unbroken length of more than thirty feet.
- E. Spacing. A limit of two sign structures erected directly upon the ground will be allowed.
- F. Relationship to street intersection.
 - 1. The provisions of Section 18.42.040 of this chapter shall apply to any sign or similar structure within the authority of this section.
 - 2. No sign or other advertising structures regulated by this chapter shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision or, at any location where by reason of the position, shape, color or illumination, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal, device or flashing beacons; or which makes use of the words "stop," "look," "drive-in," "danger" or any other words, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.
- G. Illumination. Except where otherwise stated in this section, signs may be illuminated by shielded floodlights. No lights of intermittent or flashing type shall be permitted in any district.
- H. Replacement Signs. There is a requirement for a sign permit application to be completed for replacement signs; however, no sign permit fee will be levied. (Ord. 677, 2001; Ord. 474, 1986; Ord. 399 § 1(328-44-(5)), 1980)

18.63.020 Permitted signs—All districts.

The erection and maintenance of the following signs shall be permitted in any district:

- A. Flags and insignia of any government;
- B. Political signs;
- C. Legal notices, informational traffic or directional signs erected or required by governmental bodies;
- D. Memorial tablet or tablets containing the name, date of erection and use of the building when such tablet are built into the walls of the building and constructed of bronze, brass, marble, stone or other incombustible materials. (Ord. 482 § 34, 1986; Ord. 474, 1986; Ord. 399 § 1(328-44-(1)), 1980)

18.63.030 Permitted signs—Residential districts.

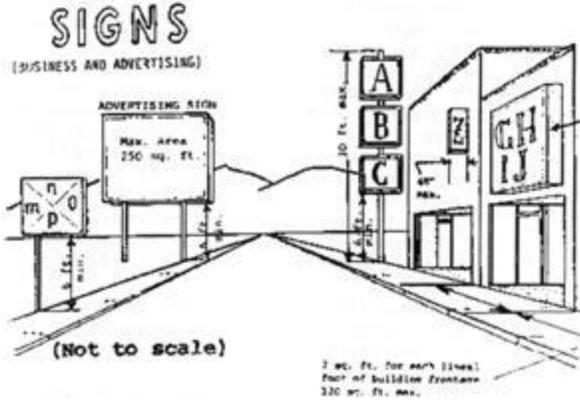
The following signs shall be permitted in any of the residential districts:

- A. Identification signs not exceeding one square foot in area and bearing only property numbers, mailbox numbers, name of occupants or similar identification of premises;
- B. An identification sign or signs, not over six square feet in area, fixed to the main wall of a church, parish house, club, school or public or semi-public building shall be permitted or may be erected in the front yard, but not within ten feet of a street line. Such signs may be interior lighted. No more than two such signs shall be permitted on a lot.
- C. A real estate “For Sale” or “For Rent” sign, provided such sign does not exceed six square feet in area and is unlighted. It shall be erected within a minimum required front yard. Not more than two such signs shall be permitted on any one property or premises. Due to their temporary nature, “For Sale” and “For Rent” signs shall carry no sign permit charge. Also because of their temporary nature, signs may be placed in the front yard or positioned on the house for sale/rent.
- D. A professional or announcement sign of a home professional office not to exceed two square feet in area. It shall not project more than eighteen inches from the main wall of the building. It may be erected in the front yard but not within ten feet of a street line.
- E. No sign shall be erected, hung, attached or displayed until a permit with a twenty-five dollar fee has been issued by the zoning/assistant zoning officer. (Ord. 833 § 14, 2016; Ord. 474, 1986; Ord. 399 § 1(328-44(2)), 1980)

18.63.040 Permitted signs—Retail business district.

The following sign regulations shall apply in the retail business district:

- A. Advertising signs may be permitted in this district only after review and approval by the zoning officer or designated official. Advertising signs shall be no more than one hundred twenty square feet in area.
- B. Off-premise outdoor advertising signs shall only be allowed in retail and highway business, and light industrial districts.
- C. A total sign area of two square feet for each lineal foot of property frontage shall be allowed. If the building has multiple frontage, an additional sign area of one square foot for each additional lineal foot of property frontage shall be allowed. The total area of all signs erected on the lot and building shall not exceed one hundred twenty square feet.
- D. Unilluminated and non-floodlighted signs which do not exceed thirty-six square feet in area, announcing the construction, remodeling or demolition of a building, the name of the enterprise to be located therein, the new location of the enterprise formerly located therein and the names of the architect and the contractor; provided, however, that only one such sign may be erected at the site of such work on each street frontage.
- E. A real estate “For Sale” or “For Rent” sign, provided such sign does not exceed six square feet in area and is unlighted. It shall be erected within a minimum required front yard. Not more than two such signs shall be permitted on any one property or premises. Due to their temporary nature, “For Sale” and “For Rent” signs shall carry no sign permit charge. Also because of their temporary nature, signs may be placed in the front yard or positioned on the house for sale/rent.
- F. An identification or announcement sign or signs, not over six square feet in area, fixed to the main wall of a club, school or public or semipublic building shall be permitted or may be erected in the front yard, but not within ten feet of a street line. Such signs may be interior lighted. Not more than two such signs shall be permitted on a lot.
- G. No business or advertising sign shall be erected, hung, attached or displayed until a permit has been issued by the zoning officer. The applicant shall pay a twenty-five dollar sign permit fee.



(Ord. 677, 2001; Ord. 474, 1986; Ord. 399 § 1(328-44(4)), 1980)

18.63.050 Permitted signs—Highway business—Industrial districts.

The following sign regulations shall apply in the highway business and industrial districts:

- A. Advertising Signs. Those signs which direct attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than upon the property are to be no more than two hundred fifty square feet in area.
- B. Business signs appearing in the highway business and industrial districts shall have a total sign area of two square feet for each lineal foot of property frontage. If the building has multiple frontage, an additional sign area of one square foot for each additional lineal foot of property frontage shall be allowed.
- C. Unilluminated and nonfloodlighted signs which do not exceed thirty-six square feet in area, announcing the construction, remodeling or demolition of a building, the name of the enterprise to be located therein, the new location of the enterprise formerly located therein and the names of the architect and the contractor; provided, however, that only one such sign may be erected at the site of such work on each street frontage.
- D. A real estate “For Sale” or “For Rent” sign, provided such sign does not exceed six square feet in area and is unlighted. It shall be erected within a minimum required front yard. Not more than two such signs shall be permitted on any one property or premises. Due to their temporary nature, “For Sale” and “For Rent” signs shall carry no sign permit charge. Also because of their temporary nature, signs may be placed in the front yard or positioned on the house for sale/rent.
- E. An identification or announcement sign or signs, not over six square feet in area, fixed to the main wall of a church, parish house, club, school or public or semipublic building shall be permitted, or may be erected in the front yard, but not within ten feet of a street line. Such signs may be interior lighted. Not more than two such signs shall be permitted on a lot.
- F. No business or advertising sign shall be erected, hung, attached or displayed until a permit has been issued by the zoning officer. The applicant shall pay a twenty-five-dollar sign permit fee. (Ord. 474, 1986; Ord. 399 § 1(328-44(4)), 1980)