



# City of Ontario

555 Stumbo Road Ontario, Ohio 44906

[www.ontarioohio.org](http://www.ontarioohio.org)

Tel: 419.529.3818

Fax: 419.529.6132

## Sign Plan Process, Index and Fee Schedule

1. Make contact with Dan Herrold, Zoning Inspector 419-529-2530  
e-mail [dherrold@ontarioohio.org](mailto:dherrold@ontarioohio.org)
2. Make Contact with the Richland County Building Department 419-774-5517
3. Begin Sign Permit application process. If sign meets all City Codes and Ordinances a sign permit can be issued by the Zoning Inspector and City Engineer usually within a week. (fee \$40.00) If sign does not meet all City Codes and Ordinances a variance (fee \$35.00) will have to be filled out and then go to Planning Commission for their approval. Once approved by the City Planning Commission, a Sign Permit can then be issued by the Zoning Inspector. A copy of the permit will be faxed to the Richland County Building Department where you can apply for all building permits
4. The index listed below can be found in the "Codes" section. The city website address is [ontarioohio.org](http://ontarioohio.org)
  - Total time for all approvals to happen could be as short as a week, or up to two months depending on when appropriate paperwork is received and appropriate information is given.

Dan Herrold, Zoning Inspector

### Index

- 1146.01 Purpose.**
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*Strong past, bright future*



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## SIGN PROJECT FEES

Sign Plan Application: \$40

Sign Variance: \$35

Sign Erector's License Fee: \$80 per year (or)  
\$10 per month

### Sign Display Area Fee's

Signs of Four Square Feet or Less: \$20

Signs More Than Four Square Feet but Less Than  
Twelve Square Feet in Total Area: \$40

Signs Over Twelve Square Feet Plus \$2.50  
Per Square Foot Over Twelve Total Square Feet: \$40 plus \$2.50 per  
Square Foot

Maximum Fee for any Sign Shall not Exceed: \$500

Building Permit Fee: \*\*AS REQUIRED BY RICHLAND COUNTY\*\*

*Strong past, bright future*

**CITY OF ONTARIO, OHIO**  
**SIGN ERECTOR'S LICENSE APPLICATION FORM**  
Application Fee Due at Time of Submission

Submittal Date \_\_\_\_\_

Application Fee \_\_\_\_\_  
Certificate of Insurance \_\_\_\_\_

Applicant: Name: \_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_

Description of signs to be erected: \_\_\_\_\_  
\_\_\_\_\_

**Section 1146.09(3) Sign Erector License Required.**

- a) No person, partnership, or corporation shall erect, enlarge, or structurally alter any sign within the City that contains 1. Any electrical connection, 2. Is ten or more feet off the ground when completed, or 3. Is larger than twenty five sq. ft. without a sign erector's license issued in accordance with the requirements in subsection (b), below.
- b) A sign erector must obtain a license by filing an application with the City Zoning Inspector that contains the following information and fee: 1. Name, address, and phone number of sign erector. 2. Description of the types of signs that are to be erected. 3. Evidence that the sign erector has general liability insurance in effect, providing coverage for wrongful death and bodily injury in an aggregate amount of not less than \$500,000. **[Copy of Current Certificate of Insurance]** and 4. Payment of a fee as provided for in Ordinance 01-05, passed December 6, 2001 and on file in the Zoning Inspector's Office. **[\$80 per year or \$10 per month]**
- c) Upon determination by the Zoning Inspector that a sign erector has met the requirements of this section, a sign erector's license shall be approved and issued to the applicant.

Ontario City Zoning Inspector  
3375 Milligan Rd.  
Ontario, OH 44906

Office Hours: 8:30am - 1:00pm M-Th

Phone: (419) 529-2530

Fax: (419) 529- 6731

E-mail: [dherrold@ontarioohio.org](mailto:dherrold@ontarioohio.org)



BEFORE THE PLANNING COMMISSION OF THE CITY OF ONTARIO, OHIO  
REQUEST FOR VARIANCE

\_\_\_\_\_  
NAME

NO. \_\_\_\_\_

FEE: \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY AND STATE

THE UNDERSIGNED REQUEST A VARIANCE FOR PROPERTY LOCATED AT

\_\_\_\_\_ AND

ZONED \_\_\_\_\_ DISTRICT FOR THE FOLLOWING PURPOSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE SECTION OF THE ZONING ORDINANCE TO BE VARIED IS \_\_\_\_\_

THE UNDUE HARDSHIP OR PRACTICAL DIFFICULTIES WHICH JUSTIFY THIS VARIANCE ARE  
AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT

## Sign Code Section 1146

### **1146.01 PURPOSE.**

The purpose of this Chapter is to promote public health, safety, and welfare through the establishment of standards for signs throughout the City. Specifically, it is the intent of this chapter to control the type, design, size, location, illumination, enforcement, and maintenance of signs, in order to:

- (a) Reduce the hazards to motorists and pedestrians from the distraction and obstruction that may be caused by unsafe signs, or an excessive amount, or proliferation of signs;
  - (b) Enhance and protect the quality of all land uses, property values, and aesthetics of the community, through reasonable and appropriate controls relating to size, type, and design of signs;
  - (c) Ensure appropriate safety of signs through controls on construction and maintenance;
- and
- (d) Ensure fair and consistent enforcement of this Chapter.

(Ord. 08-18. Passed 5-15-08.)

### **1146.02 DEFINITIONS.**

(a) “Accessory Sign” means a sign used to advertise brand name of articles sold, credit cards accepted, or services to be sold or provided on the premises.

(b) “Banner” means a temporary sign made of flexible materials suspended by rope, wire, line, string, and fastened directly to posts or other structures.

(c) “Billboard” means a sign that directs attention to, or advertises, or identifies a business, commodity, service, entertainment, or commercial activity offered at a location other than the lot on which the sign is located.

(d) “Business Promotional Sign” means a temporary sign that directs attention to or advertises a product, service, or other commercial business promotion and is located on the premises.

(e) “Changeable Copy” means a sign wherein characters, letters, illustrations, or similar marks change or rearrange without altering the face of the sign. This does not include a sign that has an electronic or mechanical indication of time and temperature.

(f) “Community activity/special event Signs” means any sign describing, announcing, or promoting an activity or event that is not for profit and that is open to the general public.

(g) “Construction Sign” means a temporary sign denoting name of builder, general contractor, subcontractors, or project financier.

(h) “Directional Sign” means any sign with words or symbols used to assist motorists or pedestrians find a specific location, or making use of words “visitors,” “parking,” “receiving,” “information,” or arrows.

(i) “Electronic Message Display” means a sign that can be electronically or mechanically changed by remote or automatic means wherein words or symbols may dissolve, fade, scroll or move in some manner, or remain static to attract the attention of viewers.

(j) “Flag” means any sign of cloth or similar material, anchored along one side and displayed from a single pole, either freestanding or attached to a building.

(k) “Garage Sale Sign” means a temporary sign located on a residential property advertising personal property for sale, including a yard, porch, or “moving sale” sign.

(Ord. 08-18. Passed 5-15-08.)

(l) "Ground Sign" means a free-standing sign having a maximum height of ten feet.  
(Ord. 10-24. Passed 6-3-10.)

(l.1) "Institution" means churches, temples, hospitals, wellness centers, nursing homes, elementary, middle and high schools, private clubs, lodge halls, golf clubs (excluding 'par-3' golf courses), swimming pool and tennis clubs or similar types of clubs, stadiums, sports arenas or similar places of assembly, theaters and auditoriums and facilities of higher education.  
(Ord. 09-19. Passed 4-16-09.)

(m) "New Business Sign" means a temporary sign displayed on the premises to identify a newly established business that has changed ownership or is newly located to the premises. A "new business" means any newly established business, or an existing business that is operating at a different location or under new ownership, and has been open to the public for less than sixty (60) days.

(n) "Memorial" means a sign in memory or remembrance of a person or event.

(o) "Outdoor Display Sign" means a sign used in conjunction with an outdoor display of merchandise available on the premises.

(Ord. 08-18. Passed 5-15-08.)

(p) "Pole Sign" means a free-standing sign supported wholly by one or more poles, columns, pipes, posts having a height of more than ten feet.

(Ord. 15-22. Passed 7-2-15.)

(q) "Private Contractor Sign" means a temporary sign denoting the contractor's name, business name, and appropriate contact information.

(r) "Project Identification Sign" means a temporary sign constructed on site to promote a proposed development and denotes name and nature of project, name of builder or developer, architect, engineer, general contractor, and/or project financier.

(s) "Real Estate Sign" means a temporary sign advertising or implying the sale, rental, or lease of a building, parcel of land, or structure.

(t) "Roof Sign" means a sign which is constructed and maintained above the roof of a building.

(u) "Sign" means any writing, pictorial representations, illustration, emblem, symbol, design, mark, stroke, stripe, or other figure of similar character that is a structure or part of a structure, that is attached, erected, fastened, constructed to, or represented on, or manufactured in a manner to identify or draw attention to a place, person, or activity, that is visible from any public right of way or other lot or parcel, and used for the purposes of advertising and/or to provide information to the public.

(v) "Subdivision Sign" means a permanently installed sign used to identify a subdivision or housing complex.

(w) "Temporary Sign" means any sign not permanently mounted.

(x) "Wall Sign" means any sign applied, attached, or painted onto the exterior surface of any building or structure.

(y) "Window Sign" means any sign affixed to the surface window and visible from the exterior of a building or structure to the general public.

(Ord. 08-18. Passed 5-15-08.)

(z) Reserved.

(aa) "Free-Standing Sign" means any sign which is supported by structure(s) anchored in or upon the ground and independent of support from any building.

(bb) "Monument Sign" means a ground sign attached to a wall or base specifically constructed for the display of the sign.

(cc) "Post and Panel Sign" means a ground sign less than six feet in height having display area less than 32 square feet consisting of a panel attached to two posts.

(Ord. 10-24. Passed 6-3-10.)

(dd) "Joint Identification Sign" means a sign which serves as a common or collective identification for two or more uses located within the same building, or which share a common wall, or for two or more buildings located within a jointly used area, provided the buildings are in close proximity to one another.

(Ord. 14-47. Passed 9-4-14.)

(ee) "Porta-Panel Sign" A portable sign, mounted on wheels and used for commercial as well as civic promotions.

(ff) "Hospital Signs" Hospital. "Hospital" or will become a hospital, means an establishment which provides accommodations or medical or surgical facilities and services for the observation, diagnosis and care of two (2) or more individuals, primarily inpatients, suffering from illness, disease, injury, deformity and other abnormal physical or mental conditions, and including, as an integral part of the institution, related facilities such as laboratories, outpatient or training facilities. Must also be licensed by the Ohio Department of Health and accredited by an approved centers for medicare, medicaid services (CMS) body.

(Ord. 15-22. Passed 7-2-15.)

### **1146.03 SIGNS BY NUMBER, SIZE AND LOCATION.**

#### **(a) Methods That Control the Computations of Sign Area and Height.**

(1) Area computation for individual signs. The area of the face of a sign shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the sign, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the back drop or structure against which it is placed. Any supporting framework, bracing, or decorative fence or wall when clearly incidental to the display shall not be computed as part of the total sign face.

(2) Area computation of multi-faced signs. The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any one point at the same time, and when such sign faces are part of the same sign structure and are not more than forty two inches apart, the sign area shall be computed by the measurement of one face.

(3) Area computation by spherical signs. The sphere shall be bisected by an imaginary plane through the center of the sphere and the surface area of the half-sphere shall be counted as the sign face.

(4) Computation of height. The height of a sign shall be computed as the distance from the base of the sign at average grade to the top of the highest attached component of the sign.

#### **(b) Methods That Control the Number and Location of Signs.**

(1) The City has determined that the use of land is a significant factor in determining the size, number, and location of signs.

(2) Signs placed in residential areas are of particular consideration to the purposes of this Chapter in promoting the public health, safety, and welfare through establishing standards for signs. The following characteristics of residential areas, including, but not limited to, homes with

parking on streets, numerous access points onto streets via driveways, school crossings and bus stops, children playing in yards and at local parks, increased pedestrian traffic, limited sidewalks, and other community activities highlight the importance of standards about the type, design, size, location, illumination, enforcement, and maintenance of signs to:

- A. Reduce the hazards to motorists and pedestrians from the distraction and obstruction that may be caused by unsafe signs, or an excessive proliferation of signs; and,
- B. Enhance and protect the quality of all land uses, property values, and aesthetics of the community.

(3) Considerations pertaining to the safety of motorists and pedestrians traveling in commercial and industrial areas, such as ensuring readability of signs, permit more variation in the type, design, size, location, and illumination of signs.

(c) The Following Signs Are Permissible Without a Permit and Under the Following Criteria for All Zoning Districts.

NOTE: Signs (1) to (6) require a minimum set back of 10 feet from the right of way. (Ord. 08-18. Passed 5-15-08.)

(1) Garage Sale	One sign per lot Maximum area/side: 6 sq. ft. Two additional signs may be placed within the City to direct customers and must be located at least fifteen feet (15') from the edge of the road, twenty feet (20') from the edge of the roads in an intersection
(2) Residential Real Estate (for sale or lease)	Two signs per lot On premises Maximum area/side: 8 sq. ft.
(3) Commercial Real Estate (for sale/lease)	One sign per lot 4 ft. by 8 ft. for commercial buildings over 5000 sq. ft./land parcels greater than 5 acres 3 ft. by 4 ft. for commercial buildings under 5000 sq. ft./land parcels between 1 to 5 acres On premises Maximum height of 6 ft.
(4) Project Identification	Maximum area/side of 32 sq. ft. Maximum height of 6 ft. Developments larger than 3 acres may display one sign per each street frontage and one additional sign if street frontage exceeds 1000 ft. Maximum display time is the lesser of 2 years, the duration of construction activity, or until 60% of the development is leased or sold
(5) Window Signs	Not to exceed 50% of the total window pane area
(6) Construction	Maximum area/side of 32 sq. ft. Maximum height of 6 ft. During construction If multiple signs, maximum total area of all signs on site 80 sq. ft. or less
(7) Directional Signs	Maximum area/side 4 sq. ft. Maximum height of 4 ft.

(8) Open house directional signs	One per street intersection Between the hours of 9am-6pm the day of the open house Maximum area/side of 4 sq.ft. Maximum height of 3 ft.
(9) Memorial	One per site or building Maximum area of 2 sq.ft. Maximum height of 10 ft.
(10) Private contractor sign	Maximum display area of 3 sq. ft. Displayed on premises of work site While on the job
(11) Home occupation name and address plate	One per dwelling Maximum area of 2 sq. ft. Attached to dwelling
(12) Entrance/exit	Two per site 2 sq. ft. (area/side) for residential 4 sq. ft. for business 5 sq. ft. for industrial
(13) Flags	Do not exceed 60 sq. ft. in area Minimum setback of 15 ft.
(14) Community activity/special event signs	Provide name of the organization, name and phone number of contact person, dates the sign(s) will be posted, size, and location of sign(s) to Zoning Inspector Maximum of twenty (20) offsite Placed no earlier than fourteen days before the activity or event and removed twenty-four hours after activity or event Directional signs less than 2 sq. ft. and 1 ft. in height may be posted twenty-four hours before activity or event and must be removed twenty four hours after activity or event. No more than two signs per intersection and if posted in an intersection may be no larger than six (6) square feet. Signs larger than six (6) square feet not to exceed twenty seven (27) square feet are restricted to no more than four (4) within the city. Signs must be firmly attached on all four corners and center points so as to not flap excessively to cause a nuisance. Six (6) square foot signs may be placed fifteen feet (15') from the edge of the road. Signs larger than six (6) square feet may be placed fifteen feet (15') from the edge of the road and in intersections must be twenty feet (20') from the edge of both roads.

(d) The Following Business and Industrial Signs Do Not Require a Permit and Are Regulated as Set Forth Below:

Note: Signs (1) to (4) require a minimum set back of 15 feet from the edge of the road and 10 feet from the property line.

(1) New Business	Display no longer than 30 consecutive days Maximum total area of 24 sq. ft.
(2) Business Promotional	No more than eight (8) per calendar year Display no longer than fourteen (14) consecutive days Date first displayed written on sign Maximum area per sign six (6) sq. ft. per face No more than 5 signs located on premises of event No signs may be displayed off premises
(3) Inflatable Sign	Displayed no longer than 3 days
(4) Outdoor Display Sign	Maximum area of 8 sq. ft. Attached or displayed within one foot of the merchandise on display
(5) Banners	Maximum area of 20 sq. ft. Attached to building façade
(6) Changeable Copy	One per business Located not less than 15 ft. from the right of way line, and 20 ft. from lot line, and no less than 50 ft. from residential lot lines May be attached on pole sign, the wall of a building, or on two (2) permanent posts Maximum area of 18 sq. ft.

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(e) The Following Signs Require a Sign Permit and Are Regulated as Set Forth Below:

(1) Ground	One per street for each 500 ft. of frontage Not less than 15 ft. from right of way line (including support structure) Maximum area/side of 60 sq. ft. Maximum height of 10 ft.
(2) Pole	Located not less than 15 ft. from right of way line or 20 ft. from lot line, and no less than 50 ft. from residential lot lines One per lot Maximum area/side 100 sq.ft. Maximum height 20 ft.
(3) Wall	No more than two per business side Must be parallel to building side to which sign is attached set within one foot of building facade Cannot project above roof line or beyond corner of building Maximum area/side-100 sq. ft. or 15% of wall area to which sign is attached, whichever is greater Second wall sign - 1 square foot for each lineal foot of building width. Sign area may be increased 10% for each additional 50 feet of setback Second wall sign may only be 50% of the size of the primary wall sign

(4) Projecting	<p>One per business per façade          Be oriented to pedestrian traffic          Hung from building façade or ceiling of covered walkway          Maximum area/side 10 sq. ft.          Maximum height 14 ft.</p>
(5) Billboard	<p>Requires a minimum lot width of 200 ft. for each billboard          No billboard shall be located within 1000 ft. of an another billboard          Maximum area/side of 300 sq. ft.          Maximum height of 35 ft.          Minimum set back of 300 ft. from right of way lines at intersections and from a church, school, or park          A 50 ft. set back where the billboard abuts a residential lot or residential use          A 35 ft. minimum setback from right of way</p>
(6) Accessory	<p>If attached to a wall          Maximum area/side of 20 sq. ft.</p>
(7) Electronic Message Display	<p>Located not less than 15 ft. from the right of way line, or 20 ft. from lot line, and no less than 50 ft. from residential lot lines          Maximum area/side of 18 sq. ft.          Maximum height of 10 ft.          Each message must display for a minimum of eight (8) seconds          A minimum spacing of 100 ft. is required between signs</p>
(8) Subdivision	<p>One per development          Maximum area/side of 20 sq. ft.          Maximum height of 6 ft.          Minimum setback 10 ft. from right-of-way</p>
(9) Joint Identification Sign	<p>No more than one (1) sign permitted. A secondary joint identification sign shall be permitted if the property fronts two (2) or more public streets and is located on a lot more than two (2) acres.          No more than one (1) secondary joint identification sign shall be permitted per development.          On lots less than ten (10) acres, primary joint identification signs may not exceed thirty-two (32) square feet in area or be more than ten (10) feet in height. Secondary joint identification signs shall not exceed twenty-four (24) square feet in area or be more than eight (8) feet in height.          On lots ten (10) acres or greater primary joint identification signs may not exceed forty-eight (48) square feet in area or be more than twelve (12) feet in height and secondary joint identification signs may not exceed thirty-two (32) square feet or be more than ten (10) feet in height.          Within the Historic District, the maximum size shall be reduced by one-half the size stated above.          Primary and secondary freestanding joint identification signs must be monument signs.          The front setback for freestanding joint identification signs shall be</p>

	<p>twenty-five (25) feet from the public right-of-way.  The sign shall not restrict public ingress to and egress from the building.  The sign must also meet the side yard setback for the applicable zoning district unless otherwise stated.</p>
(10) Hospital Signage	<p>For signs to be approved for this permitting process they must meet the criteria listed below.  Original permit must be approved by planning commission at a regularly scheduled meeting. Once approved by planning commission, there would be a onetime fee. Once fees are paid, this permit will stay in effect until there is a change of ownership or the facility closes.  Signs located within the seventy five foot (75') setback from right-of-way or closest to the road will still have to go through the sign plan process, area fee and variance if required. These signs would need to meet current zoning codes.  Signs located behind the seventy five (75') setback from right-of-way will have a set fee of \$2500.00 for signs to be installed. This will include all sign permits, area fees and there would be no variances required.  The sizes of the signs located behind the seventy five (75') setback from right-of-way will be determined by the "hospital" as needed.  Note: the City Zoning Inspector still reserves the right to ask that the sign be smaller than proposed if the sign would be a safety concern.  All signs behind the seventy five (75') setback from right-of-way would still have to go through the sign permit process for approval by the Zoning Inspector, there would not be an extra permit fee, area fee or variance required for these signs.  All signs installed behind the seventy five foot (75') setback from right-of-way will still have to go through the sign process with the Richland County Building Department.  This ordinance will not be retroactive for any sign fees that have been paid in the past.</p>
(11) Porta-Panel Sign	<p>Sign permit must be filed with the City of Ontario Zoning Inspector indicating all information required on existing sign permit, address of where sign is to be located, a site plan with measurements as to where sign will be placed and length of time sign will be in that location.  Size can be no larger than 6' tall by 12' long  Can be no closer than 30' to the edge of a road or 40' to the edge of either road in an intersection.  Permit will expire 35 days after written and sign must be removed at that time.  Sign may not stay longer than 35 days in any one location.  Signs placed without zoning permit issued are subject to immediate removal and impounding by the City of Ontario.</p>
(12) Awnings	<p>Canopy signs may be painted on an awning area or attached to a canopy or roof which projects beyond the building provided that no part of such sign may extend above the roof line, canopy or marquee. Canopy or marquee signs shall be a minimum of nine (9) feet above ground level. If a marquee,</p>

	<p>canopy or awning sign consist of two (2) faces facing two (2) directions and each face having the same message, it shall be considered as one (1) sign. No awning or canopy may extend beyond two (2) feet back of the curb line.</p> <p>All awnings and canopies shall be erected so that their lowest point is at least nine (9) feet above the sidewalk.</p> <p>One double-faced nameplate may be suspended from an awning or canopy perpendicular to the store front.</p> <p>If primary signage or awning has any type of text the standard square foot display area charge will apply for the space being used for the sign. Sign permit will be required.</p>
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(Ord. 08-18. Passed 5-15-08; Ord. 08-39. Passed 9-4-08; Ord. 09-60. Passed 12-17-09; Ord. 14- 47. Passed 9-4-14; Ord. 15-22. Passed 7-2-15.)

**1146.04 PROHIBITED SIGNS.**

(a) No signs are permitted within the public right of way. Signs found in the right of way are considered a nuisance and subject to immediate removal by the City.

(b) No roof signs.

(c) No beacons.

(Ord. 08-18. Passed 5-15-08.)

(d) No banners larger than 27 square feet.

(Ord. 08-39. Passed 9-4-08.)

(e) No accessory signs off of the premises.

(Ord. 08-18. Passed 5-15-08.)

**1146.05 EXEMPT SIGNS.**

The following signs are exempt from this Chapter.

(a) Traffic control or other regulatory signs erected by federal, state, county, township, or city governmental authority, and such signs on private property that meet the Minimum Traffic Control Standards of the Ohio Department of Transportation.

(b) Any public notice or warning required by a valid and applicable state or local law, regulation, ordinance, or court.

(c) Signs advocating political, religious, or philosophical points of view that are located on private property.

(d) Temporary signs, banners, or decorations customarily associated with or in recognition of holidays, personal celebrations, or achievements such as birthdays, graduations, anniversaries, weddings, grand openings, and similar activities located on the premises of the event and not displayed for more than thirty (30) days.

(e) Hand-held signs.

(Ord. 08-18. Passed 5-15-08.)

(f) Temporary signs promoting institution activities and non-profit activities located on private property, not displayed for more than fourteen (14) days, not in the right-of-way, and with a maximum size of 60.4 sq. ft.

(g) If any of the above signs are posted in the right-of-way or pose a safety concern they may be moved or removed by the City Zoning Inspector.

(h) Any announcements for City wide activities held by the City.

(Ord. 15-22. Passed 7-2-15.)

#### **1146.06 DESIGN, CONSTRUCTION AND MAINTENANCE.**

All signs shall be designed, constructed, and maintained in accordance with the following standards:

(a) No signs shall be erected in the public right of way. Such signs are considered a nuisance and may be immediately removed.

(b) No signs shall be allowed to overhang a public street or sidewalk nor be located within six feet horizontally or twelve feet vertically of any electrical lines or appurtenances.

(c) No sign obstructing vision above a height of two feet from the established street grade shall be permitted within the triangular area formed by lines drawn between points along such right of way lines at a distance along each line of twenty five feet from their point of intersection.

(d) No sign is permitted that may be confused with an authorized traffic sign, signal, or other warning device as defined in the "Manual of Uniform Traffic Control Devices"; or which makes use of the words "stop", "look", "danger", or any other word, symbol, phrase, or character in such a manner as to interfere with, mislead, or confuse traffic.

(e) Where lots include multiple uses or multiple users, the number of free standing signs shall be limited to a total of one (1) sign structure for each street on which the lots included in the plan have frontage and shall provide for shared or common usage of sign structures.

(f) All signs shall comply with the current regulations of the Ohio Building Code and National Electric Code.

(g) Signs shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame or structure, except for temporary signs conforming to this regulation.

(Ord. 08-18. Passed 5-15-08.)

#### **1146.07 UNSAFE AND ABANDONED SIGNS.**

(a) If a business ceases to operate and fails to remove all signs from the premises within 30 days after closing, said signs shall be considered abandoned.

(b) Where the Zoning Inspector finds that a sign within the City presents a physical risk of harm to persons or property, or a sign that is abandoned, the Inspector shall give immediate notice to the owner where the sign is located. If the notice is not appealed or the unsafe condition is not remedied within 10 days, the Inspector shall cause the sign to be removed.

(c) In the event of a clear and present danger that the sign will fall or otherwise injure a pedestrian or motorist, the Inspector may cause the sign to be immediately removed, followed by notice, which may be appealed within 10 days. City removal may be at owner's expense. Notices may be appealed within the applicable 10 day period to the Planning Commission.

(Ord. 08-18. Passed 5-15-08.)

(d) If business ceases to operate after 30 days all signs must be removed indicating what the previous business was. This includes removal of signs that a sign permit had to be issued as well as the signage that a permit did not have to be issued.

(Ord. 15-22. Passed 7-2-15.)

#### **1146.08 ILLUMINATION OF SIGNS.**

No sign may be illuminated in such a manner that affects neighboring properties or adjacent streets so as to cause a nuisance, confusion with traffic control lights, create unsafe conditions, or that distracts motorists or pedestrians. No temporary signs may be illuminated. All sign that are illuminated must have a permit and meet the following criteria:

- (a) Use only direct light.
- (b) No cone of light may be visible from the street or adjacent lot lines.
- (c) No animated, flashing or intermittent illumination.
- (d) (Editor's Note: Former subsection (d) hereof was repealed by Ordinance 15-22.)
- (e) No animated structure.
- (f) No laser beams.
- (g) Be designed, constructed and maintained in accordance with this regulation.
- (h) No sign, illuminated directly or indirectly, shall be erected within (50) feet of property zoned for residential use.

(Ord. 08-18. Passed 5-15-08.)

#### **1146.09 PERMIT PROCEDURE AND FEES.**

(a) Permit Required. Unless otherwise exempted under this chapter, no person, firm, or corporation shall erect, enlarge, or structurally alter any sign within the City without first obtaining a sign permit from the Ontario Zoning Inspector. No permit is required for a change in an existing sign that does not increase its size or involve a change in its structural nature (ie, design, construction, maintenance).

(b) Permit Form. The Zoning Inspector shall provide application forms for a sign permit which, when approved, shall become the sign permit. A separate application shall be required for each sign where multiple signs are to be constructed on the same lot. The following information shall be submitted to the Zoning Inspector:

(1) Name and address of the owner of the property where the sign is to be erected. (Ord. 08-18. Passed 5-15-08.)

(2) A description of the sign including the materials used in its construction, its size and height. (Ord.15-22. Passed 7-2-15.)

(3) Two copies of a site plan, drawn to scale, showing the location of the sign on the lot and/or building, an elevation view of the height and area dimensions of the sign, as well as the location of buildings, parking lots, driveways, landscape areas, existing signs and other appurtenances on the lot.

(4) Pole and ground sign submittals shall include two copies of signed and stamped engineered drawings.

(5) Post and panel signs of less than 32 sq. ft and 6 ft. in height shall include two copies of scaled drawings, including the design of its foundation.

(6) Wall signs shall include two copies of scaled drawings indicating the method of attachment.

(7) The submittal shall be accompanied by the sign plan application fee established by City Council and on file in the Zoning Inspector's Office.

(c) Sign Erector License Required.

(1) No person, partnership, or corporation shall erect, enlarge, or structurally alter any sign within the City that contains

- A. Any electrical connection
- B. Is ten or more feet off the ground when completed
- C. Is larger than twenty five sq. ft. without a sign erector's license issued in accordance with the requirements in subsection (c)(2) hereof.

(2) A sign erector must obtain a license by filing an application with the City Zoning Inspector that contains the following information and fee:

A. Name, address, and phone number of sign erector. Description of the types of signs that are to be erected. Evidence that the sign erector has general liability insurance in effect, providing coverage for wrongful death and bodily injury in an aggregate amount of not less than \$500,000.

B. Payment of a fee as provided for in Ordinance 01-05, passed December 6, 2001 and on file in the Zoning Inspector's Office.

(3) Upon determination by the Zoning Inspector that a sign erector has met the requirements of this section, a sign erector's license shall be approved and issued to the applicant.

(4) Upon determination by the Zoning Inspector and City Engineer that the proposed sign is in compliance with the provision of this section and payment of fees, a sign permit shall be issued.

(d) Permit Fees. The Zoning Inspector shall collect sign permit fees in advance of issuing a permit and shall deposit them with the City Treasurer. The schedule of fees established by City Council Ordinance shall be posted in the office of the Zoning Inspector.

(e) Appeal Procedure. Whenever the Zoning Inspector is unable to approve an erector license or issue a sign permit under the provisions of this chapter, or the applicant disputes the calculation of the fee, the applicant may appeal or, if applicable, seek a variance, from the Planning Commission within 10 days of the notice of any such determinations.  
(Ord. 08-18. Passed 5-15-08.)

**1146.10 SIGN CONSTRUCTION PERMIT.**

(a) Upon issuance of a sign permit by the Zoning Inspector, the applicant shall make application with the Richland County Department of Building Regulations for a Sign Construction Permit.

(b) All signs shall be constructed in accordance with the Ohio Building Code and applicable electrical regulations and shall be subject to building and electrical inspection by the Richland County Department of Building Regulations.  
(Ord. 08-18. Passed 5-15-08.)

**1146.11 NON-CONFORMING SIGNS.**

(a) A sign for which a sign permit would not have been issued under this chapter, but which was in existence on January 5, 2002, and which was constructed in accordance with the ordinances and other applicable laws in effect on the date of its construction, but which by reason of its size, height, location, design, or construction is not in conformance with the requirements of this chapter, shall be declared to be a Nonconforming Sign by the Zoning Inspector.

(b) Signs which were made nonconforming by the adoption of this chapter shall be allowed to remain in place, provided that no action is taken that increases the degree or extent of the nonconformity. Nonconforming signs found to be structurally unsafe shall be removed or, if a proposed change, repair, or maintenance will constitute an expense of more than 25% of the lesser of the original value or replacement value of the sign, the sign shall be made to conform to this chapter.

(c) A determination that a non-compliant sign must be removed or made to conform to this chapter by the Zoning Inspector may be appealed to the Planning Commission with 10 days of the notice of determination by the Zoning Inspector.

(Ord. 08-18. Passed 5-15-08.)

#### **1146.12 SIGNS AFFECTED BY PROPERTY ANNEXATION.**

For any signs requiring a permit and located on property annexed at a later date, an application for a sign permit shall be submitted within six months of the effective date of the annexation or within such period as may be established in the annexation agreement between the City and the property owner.

(Ord. 08-18. Passed 5-15-08.)

#### **1146.13 SIGN VARIANCES AND OTHER APPEALS.**

(a) Applicants may seek a sign variance, or appeal a denial of a sign permit, a denial of an erector license, finding of removal of a sign as unsafe, abandoned or non-conforming, or a fee dispute, with the Planning Commission within 10 days of notice of an adverse determination on these matters.

(b) The Planning Commission shall notify the applicant of a time, date and place to hear the appeal or variance within 10 days of receiving the request for variance or appeal. The Planning Commission shall meet to hear the matter within 30 days of applicant's request or appeal.

(c) The Planning Commission is authorized to grant variances from these regulations if a literal application of this chapter would cause undue hardship. Those seeking a variance should keep in mind the purpose of this Chapter. Information on, but not limited to, the following factors may be presented and considered in this determination:

(1) The extent to which the variance may impair vehicular or pedestrian traffic by distracting attention from traffic control signals;

(2) The extent to which the variance may interfere with ingress or egress including sight distances that could result in an unsafe condition;

(3) The extent to which any variance may interfere with public utility poles, wires, or other facilities or traffic control devices; and

(4) The extent to which the variance may detract from the purpose of this chapter, including an unwanted proliferation of signs or the existence of unsafe signs.

(d) Determinations of the Planning Commission may be appealed to the courts in accordance with applicable law, Chapter 2506 of the Ohio Revised Code.

(Ord. 08-18. Passed 5-15-08.)

#### **1146.14 VIOLATIONS AND ENFORCEMENT REMEDIES.**

(a) Any of the following shall be a violation of this chapter and shall be subject to enforcement remedies and penalties set forth in Chapter [1159](#), by Zoning Ordinance, and by State law:

(1) To install, erect or maintain any sign in a manner that is inconsistent with any plan or permit governing such sign or lot on which the sign is located.

(2) To install or erect any sign that requires a permit, without a permit.

(3) To fail to remove any sign that is installed, erected or maintained in violation of this chapter.

(4) To continue any such violation. Each day of continued violation is considered a separate violation when applying any penalty.

(b) Any violation or attempt to violate this regulation may be restrained, corrected or abated by appropriate proceedings brought pursuant to state law. Violations under this chapter are considered a violation of this chapter and/or the Zoning Ordinance of the City. Remedies include:

(1) Issuing a stop-work order for any and all work on any signs on the same lot.

(2) Seeking an injunction or other order of restraint or abatement that requires the removal of the sign(s) or the correction of the nonconformity.

(3) Imposition of penalties that may be imposed by the City under its Zoning Ordinance.

(4) Seeking court ordered imposition of any penalties that may be imposed as set forth under Section [1159.03](#) of City Code.

(5) In the case of a sign that poses an immediate danger to the public health or safety, taking such measures that are available to the City under the applicable provisions of the Zoning Ordinance and Building Code of Richland County.

The City shall have other remedies as are and may be provided for by state or local law. All such remedies are cumulative and non-exclusive. Where the law may limit the availability of a particular remedy for a certain violation or a part thereof, such remedy may remain available for other violations or other parts of the same violation.

(Ord. 08-18. Passed 5-15-08.)