



QUICK REFERENCE

MONUMENT SIGN DESIGN STANDARDS



A ground-mounted sign is a single-sided, double-sided or three-sided sign supported from grade with a solid base that is at least seventy-five (75%) of the width of the sign, that is not connected to another structure. Such sign is oriented for vehicular view along roadways, and is often used at entries to a building or project.

LANDSCAPED PLANTER

Monument signs need to be located within a landscaped planter, the minimum area to be equal to the total area of the sign located within the planter.

DESIGN TO COMPLIMENT BUILDING

The exterior finish color and materials of the sign and sign cabinet need to complement the colors and materials of the building that the advertised business occupies.

MULTIPLE-TENANT COMMERCIAL CENTERS

Monument signs for multiple-tenant commercial centers with six (6) or more tenant spaces shall focus on identifying the name of the center and/or its largest tenants, rather than all tenants.

SIZE REQUIREMENTS

General Requirements

- The maximum area shown is for each face of a sign.
- The maximum height shown includes the height of the base.
- The maximum width shown includes any frame or support structure.

Property Frontage (feet)	Area (square feet)	Height (feet)	Width (feet)
Less than 100	25	6	10
100-299	55 or 0.33 per lineal feet of frontage, whichever is less	8	10
300 or more	65 or 0.33 per lineal feet of frontage, whichever is less	8	10

Special Size Allowance: Large Commercial Retail Centers (5+

Property Frontage (feet)	Area (square feet)	Height (feet)	Width (feet)
Up to 299	150 or 0.5 per lineal feet of frontage, whichever is less*	20	15
300 or more	250 or 0.5 per lineal feet of frontage, whichever is less*	25	20

*Excluding the base for monument signs

NUMBER OF SIGNS

Street Frontage	Max. Number of Signs
Up to 599 feet	1
600 feet or more	2 (plus an additional sign for each 300' of frontage)

DESIGN REQUIREMENTS

Base of Monument Signs -Monument signs shall maintain a solid base at least eighteen (18) inches in height.

Address Numbers - All freestanding and monument signs need to include the numeric street address of the property upon which it is located. The numbers used to identify the address shall be no less than nine (9) inches and no than fifteen (15) inches in height.

LOCATION REQUIREMENTS

Driveway Line of Sight-No monument signs are permitted in the line of sight triangles next to driveway locations. The line of sight triangle measures 7 feet by 50 feet.

Corner Line of Sight- No monument signs are permitted in the line of sight triangles adjacent to a corner. This line of sight triangle measures 25 feet by 25 feet.

Minimum Distance from Next Property- Signs need to be located 25% the property width or 50 feet, whichever is less, from the next property line.

Minimum Distance Between Monument Signs -When more than one monument sign is permitted on any parcel, the signs shall be located no closer than 300 feet from one another.

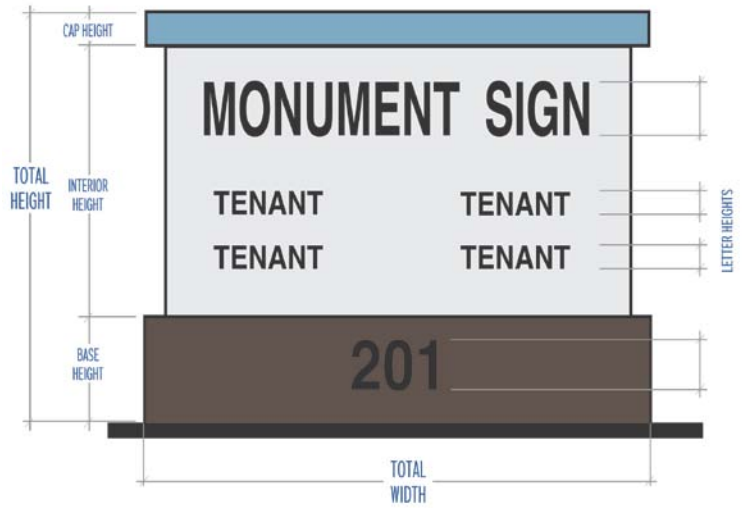
[Click here](#) to reference the full Code online.

MONUMENT SIGN PLAN CHECK SUBMITTAL REQUIREMENTS

Required Plans - The following plans must be submitted in an accurate and scaled form with appropriate dimensions clearly indicated. Approximated plans using aerial photographs are discouraged.

- **Siteplan:** (Entire view of the parcel including line of sight triangles, ultimate right of way, length of street frontage, and proposed location of monument sign)
- **Sign Elevation:** (Elevation view including sign height, sign width, base height, and individual letter height)
- **Construction Details:** (Building/Safety related construction information. Contact the building division for additional information.)
- **Material/ Color specifications:** (Details of colors, types of material and opaque/translucent surfaces)
- **Additional Pictures:** (Additional pictures indicating before/after conditions)

SAMPLE SIGN ELEVATION



SAMPLE SITE PLAN

