

City of Decorah
SIGN APPLICATION/PERMIT

Applicant:	Sign Contractor:	
Project Location (Street Address):	Zone District:	Fee: \$30.00 Per Sign Replacement Sign: \$25.00

Note: If C-3 District, please download DHPC Sign Guidelines on the City of Decorah website or pick up a copy at Decorah City Hall. 400 Claiborne Drive. Decorah, IA 52101

Variance Requested? ___ Yes ___ No (If yes, Board of Adjustment Application is Required)

BOA Application Submittal Date: _____

BOA Action: Granted: _____ Denied: _____ Date: _____

Note conditions of variance, if any: _____

Information Required To Be Submitted With This Application:

- 1) Accurate scaled drawing, rendering, or photo if existing, of the requested sign(s).
- 2) The type of sign (i.e. monument, freestanding, roof, fascia, awning or marquee, wall, window, entrance, etc.)
- 3) Specifications and Sign dimensions, including letter height, and illumination.
- 4) Accurate scaled drawing or rendering of building elevation(s), showing the location of attached sign(s), lighting features; light fixture type, lumens, and any other relevant information.
- 5) Photograph or accurate scale drawing of site plan showing location of free-standing signs.
- 6) All signs requested within the C-3 district will be subject to review and recommendations by the Decorah Historic Preservation Commission.

The undersigned applicant acknowledges that the sign requested by way of this Application is entirely within the property at the location indicated; any survey work required for this determination is the sole responsibility of the applicant; that he/she is the owner of record or is duly authorized to represent the owner in the pursuit of this Application; and agrees to comply with the sign codes and regulations as established in Chapter 17.16 of the Decorah City Code and other zoning regulations as applicable.

Applicant or Representative: _____

Date: _____

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(To be completed by City of Decorah)

Fee: _____ Date Paid: _____

Permit Approved by: _____ Date: _____
(Zoning Administrator)

Decorah Historic Preservation Commission review and recommendation

date of review: _____

17.16.110 - Signs permitted in all zoning districts.

Signs hereinafter designated shall be permitted in all zoning districts.

A. Temporary Signs, Not to Exceed Thirty-Two Square Feet Unless Otherwise Noted.

1. Real Estate Signs. Signs advertising the sale, rental or lease of the premises or part of the premises on which the signs are displayed. One non-illuminated sign, not to exceed eight square feet, shall be permitted on each premises. Such signs shall not extend higher than four feet above grade level or be closer than ten feet to any property line unless located on the wall of a building. Such signs shall be removed within seven days after the disposition of the premises.
2. Construction Signs. Signs identifying the architect, engineer, contractor, or other individuals involved in the construction of a building and signs announcing the character of the building enterprise or the purpose for which the building is intended but not including product advertising. One non-illuminated sign shall be permitted per street frontage. Such sign shall not extend higher than ten feet above grade level or be closer than ten feet to any property line unless located on the wall of a building on the premises or on a protective barricade surrounding the construction. Such signs shall be removed within one week following completion of construction.
3. Political Campaign Signs. Signs announcing candidates seeking public political office or pertinent political issues. Such signs shall be confined to private property and shall be removed within one week following the election to which they pertain.
4. Banners. Temporary special event banners or signs advertising a public event; providing that specific approval is granted under regulations established by the city council.
5. Seasonal Decorations. Signs pertaining to recognized national holidays and national observances.
6. Real Estate Signs, New or Pending Construction Sites. One board or sign referring to the construction, lease, hire or sale of a premises or subdivision lots, which sign shall refer to property on which the sign is located, and shall be removed as soon as the premises are sold or leased or construction is completed.

B. Public Signs. Signs of a noncommercial nature and in the public interest, erected by or upon the order of a public officer in the performance of public duty, such as safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest, and other similar signs, including signs designating hospitals, libraries, schools, and other institutions or places of public interest or concern.

C. Integral Signs. Signs for churches or temples, or names of buildings, dates of erection, monumental citations, commemorative tablets, and other similar signs when carved into stone, concrete or other building material or made of bronze, aluminum or other permanent type of construction and made an integral part of the structure to which they are attached.

D. Window Signs. Signs which are displayed between zero and ten feet behind a window or within a building, and when oriented so as to be viewed from the street or sidewalk; provided, however, that illuminated window signs shall be permitted only in those districts where illuminated, digital or electronic signs are permitted.

E. Institutional Bulletin Boards. On-premises signs containing a surface area upon which is displayed the name of a religious institution, school, library, public building, community center or similar institution and the announcement of its services or activities.

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(Ord. 952 (part), 1993)

(Ord. No. 1175, § 1, 8-17-2015)

17.16.120 - Prohibited signs.

Signs hereinafter designated shall be prohibited in all zoning districts.

- A. **Obsolete Signs.** Signs that advertise an activity, business, product, or service no longer conducted on the premises on which the sign is located.
- B. **Banners, Balloons, Posters, Etc.** Signs which contain or consist of banners, balloons, posters, pennants, ribbons, streamers, spinners, or other similarly moving devices, except as specifically provided in Section 17.16.110.A.4. These devices when not part of any sign shall also be prohibited.
- C. **Portable Signs.** Commercial signs that are not permanently anchored or secured to either a building or the ground, except as allowed by Section 11.20.080 sidewalk displays of the Decorah Municipal Code.
- D. **Off-premises Signs on Public Property.** Off-premises signs located on public property which is being used for public purposes.
- E. **Flashing Signs.** No flashing, blinking or rotating lights shall be permitted on either permanent or temporary signs.
- F. **Moving Signs.** No sign shall be permitted with any part that moves by mechanical or electronic means.
- G. **Painted Wall Signs.** Off-premises signs painted on building walls for commercial purposes.
- H. **Electronic or Digital Signs.** No electronic message signs or centers, digital billboards or other digital display signs on or off premises shall be permitted.

(Ord. 952 (part), 1993)

(Ord. No. 1175, § 1, 8-17-2015)

17.16.130 - General sign regulations.

- A. **Conformance Required.** Except as may be hereinafter specified, no sign shall be erected, placed, maintained, converted, enlarged, reconstructed or structurally altered which does not comply with all of the regulations established by this title.
- B. **Maintenance.** All signs shall be maintained in a good state of repair, including, but not limited to, the structural components, the lighting, if any, the portion attaching the sign to the ground or structure, and the surface features.
- C. **Nonconforming Signs.** Where a sign exists at the effective date of adoption or amendment of the ordinance codified in this title that could not be built under the terms of this title by reason of restrictions on area, use, height, setback or other characteristics of the sign or its location on the lot, such sign may be continued so long as it remains otherwise lawful, subject to the following provisions:
 - 1. No such sign may be enlarged or altered in a way which increases its nonconformity; however, reasonable repairs and alterations may be permitted;
 - 2. Should such sign be destroyed by any means to an extent of fifty percent or more of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this title.
- D. **Permit Required.** A sign permit, approved by the zoning administrator, shall be required before the erection, construction, alteration, placing, or locating of all signs conforming with this title.
- E. **Permit Not Required.** A permit shall not be required for repainting without changing permanent wording, composition or colors, or for nonstructural repairs.
- F. **Plans.** A copy of plans and specifications shall be submitted to the zoning administrator for each sign regulated by this title. Such plans shall show sufficient details about size of the sign, location, materials to be used, and such other data as may be required, for the zoning administrator to determine compliance with this title.
- G. **Appeal.** Any person or persons aggrieved by the decision of the zoning administrator to approve or disapprove a sign permit, as provided by this title, may appeal such decision to the board of adjustment as provided by Chapter 17.28 of this title.

(Ord. 952 (part), 1993)