



# VILLAGE OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.vil.twin-oaks.mo.us](http://www.vil.twin-oaks.mo.us)

## COMMERCIAL SIGN PERMIT APPLICATION

### A: PROJECT INFORMATION

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

Full Business Address: \_\_\_\_\_

### B: APPLICANT INFORMATION

Applicant is:  Owner  Authorized agent of owner

Principal Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Corporation or Partnership Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Full Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

### C: OWNER (IF DIFFERENT FROM APPLICANT):

Principal Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Corporation or Partnership Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Full Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

### D: SIGN DESIGNER OR CONTRACTOR (IF NOT LISTED ABOVE)

Principal Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Corporation or Partnership Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Full Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

**E: PROPOSED SIGN TYPE AND SPECIFICATION**

**PERMANENT:**

- Directional Sign (ground mounted)
- Directional Sign (wall mounted)
- Ground Sign
- Wall Sign
- Window Sign

**Two (2) Copies Required:**

- Scaled colored drawing of proposed sign
- Site plan indicating roadways, parking lots and buildings
- Scaled drawing of building elevations where sign will be placed (wall signs only)
- Drawing or plat survey indicating exact location of sign and setbacks (ground signs only)

**TEMPORARY:**

- Banner Sign
- Flag
- Message Balloon
- Window Sign
- Yard Sign

Width of Sign: \_\_\_\_\_ feet

Height of Sign: \_\_\_\_\_ feet

Sign Size: \_\_\_\_\_ square feet

Date of display:  
from \_\_\_\_\_ to \_\_\_\_\_

**F: DECLARATION OF APPLICANT**

I, \_\_\_\_\_ certify that:  
Print Name Here

- 1) The information contained in this application; attached schedules; attached plans and specifications; and other attached documentation is true to the best of my knowledge.
- 2) That this application must comply CHAPTER 410: SIGN REGULATIONS of the municipal codes of the Village of Twin Oaks and that failure to comply may result denial of a sign permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FEE SCHEDULE:**

Temporary . . . . .	no charge
Signs up to 25 square ft. in area . . . . .	\$5.00
Signs from 25 to 100 square ft. in area . . . . .	\$10.00
Signs from 100 to 200 square ft. in area . . . . .	\$15.00
Signs from 200 to 250 square ft. in area . . . . .	\$20.00

----- FOR OFFICE USE ONLY -----

Amount Received: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Application Approved Date: \_\_\_\_\_  
Authorized Signature

## **SECTION 410.010: INTENT AND PURPOSE**

The regulation and control of signs in the Village of Twin Oaks is intended to promote the public health, safety and general welfare through a comprehensive system of reasonable, consistent and non-discriminatory standards and requirements of sign size, location, erection, number and maintenance. These regulations are specifically designed to allow for the conduct of commerce, to protect the public from the dangers of unsafe signs, to identify places of residence, and to provide for a desirable and attractive living environment for the Village of Twin Oaks. The Building Commissioner shall be charged with the responsibility for enforcing this Chapter, to include the promulgation of regulations necessary for its implementation.

## **SECTION 410.020: DEFINITIONS**

As used in this Chapter, the following terms shall have these prescribed meanings:

**BOARD OF ADJUSTMENT:** The Board of Adjustment of the Village.

**BOARD OF TRUSTEES:** The Board of Trustees of the Village.

**BUILDING CODES:** The duly adopted Building Code of the Village as set forth in Section 500.010 of the Municipal Code of the Village of Twin Oaks, Missouri.

**ERECT:** To build, construct, attach, hang, rehang, place, affix or relocate, including the painting and repainting of permanent window signs.

**FRONTAGE:** The length of the lot along the street side. The front of a lot bordering more than one (1) street is considered separate for each street.

**HEIGHT:** Unless otherwise specified in this Chapter, the vertical distance above the average ground level of the original, undisturbed grade at the sign supports measured to the highest point of the sign.

**PLANNING AND ZONING COMMISSION:** The Planning and Zoning Commission of the Village.

**PREMISES:** That portion of a lot or building occupied by a single occupant, exclusive of common area, if any, shared with adjacent occupants.

**PRINCIPAL BUILDING:** A building or, where the context so indicates, a group of buildings in or on which is conducted the principal use of the lot on which such building is located.

**PRINCIPAL USE:** The primary use of land or buildings, as distinguished from an accessory or incidental use.

**SIGN:** Any device, fixture, placard, flag or structure that uses any color, form, graphic, illumination, symbol or writing to communicate information of any kind to the public and including any sign structure, sign supports, lighting system and any attachments, ornaments or appurtenances.

**SIGN, ANIMATED:** A sign which involves motion or rotation of any part by mechanical or artificial means or which displays flashing or intermittent lights.

**SIGN AREA:** The area of a sign that is used for display purposes, excluding the minimum frame and supports. In computing the sign area, only one (1) side of back-to-back signs covering the same subject shall be computed when the signs are parallel or diverge from a common edge by an angle of not more than forty-five degrees (45°). In relation to signs that do not have a frame or a separate background, sign area shall be computed on the basis of the least rectangle, triangle or circle large enough to frame the display.

**SIGN, ATTACHED:** A wall sign or projecting sign attached to a building wall or the generally vertical plane of a mansard type roof.

**SIGN, BANNER:** A commercial display on a temporary basis, advertising a product, service or employment opportunity.

**SIGN, BILLBOARD:** A sign which directs the attention to a business, commodity, service or entertainment not necessarily sold or offered upon the premises where such sign is located or to which it is attached or any other outdoor advertising subject to regulation pursuant to Sections 226.500 through 226.600 and Section 71.288, RSMo., 1994, as amended.

**SIGN, CONSTRUCTION:** A temporary sign used during construction of new buildings or reconstruction of or additions to existing buildings, such as those identifying the project and denoting the owner, architect, engineer, contractor and/or financing institutions of the project.

**SIGN, DIRECTIONAL:** A sign which is limited to indicating a direction for vehicular or pedestrian traffic or other movement.

**SIGN FACING OR SURFACE:** Any surface of a sign upon, against or through which the advertising message is displayed or illustrated, including structural trim, which displays or upon which is displayed any color, message, name or symbol of any kind for the purpose of advertising, announcing, directing or attracting attention from persons located outside of a building and which can be seen from a single location on an adjacent street provided that the ends, or thickness, of a sign shall not be counted as a separate sign face unless an advertising message is conveyed thereon.

**SIGN, FLAG:** Any fabric, bunting, banner, streamer or pennant containing distinctive colors, patterns, symbols or message which is made of flexible materials and designed to move with the wind.

**SIGN, FLASHING:** An illuminated sign on which artificial or reflected light is not steady or on which colors change.

**SIGN, FLOODLIGHTED:** A sign made legible in the absence of daylight by devices which reflect or project light upon it.

**SIGN, FLUTTERING:** A sign which flutters or is made of flexible materials which move with the wind or by some other artificial means, including, but not limited to, pennants, banners, balloons, whirligigs, streamers and flags other than those of a governmental entity or unit.

**SIGN, GROUND:** A sign mounted on a support on or in the ground.

**SIGN, IDENTIFICATION:** A sign which has a purpose of identifying the site of any subdivision, institution, religious or governmental building.

**SIGN, ILLUMINATED:** Any sign which is illuminated by light sources mounted on or in the sign or at some other location.

**SIGN, INFORMATIONAL:** A sign which has a purpose secondary or incidental to the principal use of the lot on which the sign is located such as "no parking", "no trespassing", "loading only", "entrance" and similar and including identification information such as house or building numbers typically used by postal services and public safety officials to locate properties.

**SIGN, MESSAGE:** Any inflatable balloon with a message attached.

**SIGN, MESSAGE BALLOON:** A replica of a hot air balloon with a message attached.

**SIGN, MOVING:** A sign, all or any part of which moves or is so designed or constructed as to facilitate movement of all or any portion thereof by means of any mechanical, electric, pneumatic, hydraulic or other natural or artificial force.

**SIGN, PERMANENT:** A sign firmly attached to the ground, wall or other portion of a building and not designed or intended to be readily removed or relocated.

**SIGN, POLE:** Any detached sign located on the same lot or parcel as the use it advertises which is supported by one (1) or more stationary poles longer than two (2) feet above the mean grade line of the ground at its base provided that this shall not include a permitted ground sign as set forth herein.

**SIGN, POLITICAL:** A temporary sign advocating or opposing any political proposition or candidate for public office.

**SIGN, PORTABLE:** A sign that is not permanently affixed to a building, structure or ground, and that may be readily moved or relocated. This includes signs placed on trucks, trailers or other transportable devices.

**SIGN, PROJECTING:** A sign attached to a building or other structure and extending in whole or in part more than eighteen (18) inches beyond any wall of the building or structure.

**SIGN, REAL ESTATE:** A sign pertaining to the prospective rental, lease or sale of property.

**SIGN, ROOF:** A sign erected partly or wholly on or over the roof of a building but not including ground signs that rest on or overlap a roof twelve (12) inches or less.

**SIGN, SPECIAL DISPLAY:** A sign identifying a special event.

**SIGN STRUCTURE:** The sign and all parts associated with its construction.

**SIGN SUPPORTS:** All structures by which a sign is held up, including, for example, poles, braces, guys and anchors.

**SIGN, TEMPORARY:** Any sign that is not permanently mounted or affixed and constructed of non-durable materials and is designed or intended to be displayed for a period of limited duration.

**SIGN, WALL:** A sign erected or attached against the wall of any building with the plane of the face parallel to the plane of the wall below the roof line.



Colors: Not more than three (3); white letters on black background or black letters on white background when illuminated.

Special: a) Of this five (5) feet in height, no more than two (2) feet of sign support shall be visible.  
b) Areas within three (3) feet of sign supports or foundation shall be planted and landscaped.

Projection: Not more than two (2) feet of the sign support shall be visible above finished grade.

Permit required: Yes.

**d. Wall sign**

Information: None.

Maximum size: Five percent (5%) of the area of the wall to which attached, but in no instance greater than one hundred fifty (150) square feet each.

Maximum height: Bottom of sign shall be at least eight (8) feet above the finished grade if travel underneath the sign is intended. The top of the sign shall be no greater than thirty-five (35) feet above the finish grade.

Maximum number: Not more than one (1) per main entrance of a principal building or premises.

Location: Sign shall face a street or be located above main entrance.

Colors: Not more than three (3); white letters on black background or black letters on white background when illuminated.

Special: None.

Projection: Sign shall not extend or project more than two (2) feet above the roof line nor more than eighteen (18) inches from the wall to which mounted or affixed.

Permit required: Yes.

**e. Window sign**

Information: None.

Maximum size: Not more than four (4) square feet.

Maximum height: Not more than ten (10) feet above finish grade.

Maximum number: Not more than one (1) per window, three (3) per premises.

Location: Each sign shall face a street or be located above a main entrance.

Colors: Not more than three (3).

Special: No electric signs shall be affixed to a door.

Projection: None.

Permit required: Yes.

**2. Temporary Signs (permits required)**

**a. Banners**

Information: None.

Maximum size: Thirty (30) square feet.

Maximum height: None.

Maximum number: One (1).

Location: On business premises.

Colors: Not more than three (3).

Special: Limited to one (1) per thirty (30) consecutive day period per calendar quarter.  
Mounted within the perimeter of the vertical wall of the business.

Projection: None.

Permit required: Yes.

**b. Flag**

Information:	None.
Maximum size:	Four (4) feet by six (6) feet.
Maximum height:	Not more than thirty-five (35) feet.
Maximum number:	Three (3) temporary poles and three (3) flags per premises.
Location:	On business premises.
Colors:	No restrictions.
Special:	None.
Projection:	Not more than six (6) feet.
Permit required:	Yes.

**c. Message balloon**

Information:	None.
Maximum size:	Twenty-three (23) feet in diameter at the widest point; seven (7) feet in diameter at the base.
Maximum height:	Ten (10) feet minimum; fifty (50) feet maximum above finish grade.
Maximum number:	Not more than one (1) per lot at any time.
Location:	On premises (may be attached to premises roof); sign shall not be located in any right-of-way or parking areas.
Colors:	Not more than three (3).
Special:	Displayed for not more than fifteen (15) days.
Projection:	None.
Permit required:	Yes.

**d. Window sign**

Information:	None.
Maximum size:	Not more than twenty-five percent (25%) of window area.
Maximum height:	Not more than ten (10) feet above finish grade.
Maximum number:	Not more than one (1) per window.
Location:	Each sign shall face a street or be located at a main entrance.
Colors:	Not more than three (3).
Special:	May be illuminated, if limited to single floodlight; no internal illumination. Limited to one (1) per thirty (30) consecutive day period per calendar quarter.
Projection:	None.
Permit required:	Yes.

**e. Yard sign**

Information:	None.
Maximum size:	Twenty-four (24) square feet.
Maximum height:	Not more than seven (7) feet above finish grade.
Maximum number:	Not more than two (2) per lot.
Location:	Minimum ten (10) feet behind a curb line.
Colors:	Not more than three (3).
Special:	Limited to one (1) per thirty (30) consecutive day period per calendar quarter
Projection:	None.
Permit required:	Yes.

**SECTION 410.070: SIGNS PROHIBITED IN ZONE "C" PLANNED SHOPPING CENTER DISTRICT OR COMMERCIAL DISTRICTS**

Except as may be otherwise prescribed by ordinance, the following signs shall be prohibited in Planned Shopping Center Districts or Commercial Districts:

1. Fluttering devices such as pennants, whirligigs, balloons, inflated devices, etc.
2. Flashing or intermittent lights, strings of light, or those that appear to move (except seasonal holiday decorations).
3. Moving signs.
4. Roof signs.
5. Signs on public street right-of-way (other than public notices).
6. Signs that are in disrepair or hazardous.
7. Signs that advertise an activity, business, product or service not conducted on the premises upon which the sign is located.
8. Signs erected at the intersection of streets so as to obstruct free and clear vision, or located within the direct line of vision of any traffic control sign or signal, signs having red, green or amber illumination which may be confused with or construed as a traffic control device.
9. Signs directly painted on any wall or any wall of any structure.

**SECTION 410.080: PORTABLE SIGNS IN ZONE "C" PLANNED SHOPPING CENTER DISTRICT OR COMMERCIAL DISTRICTS**

A. Portable signs may not be placed upon any lot, building or structure or any portion thereof in any planned shopping center district or commercial district in the Village of Twin Oaks, Missouri, except that signs which are less than twenty-four (24) inches in horizontal or vertical distance and are permanently painted on motor vehicles shall not be prohibited.

B. Signs in excess of twenty-four (24) inches measured either horizontally or vertically permanently attached or adhered in any manner to any motor vehicle or construction trailer may not be displayed in any planned shopping center district or commercial district in the Village of Twin Oaks except under the following conditions:

1. During the course of travel upon any roadway;
2. While the device to which it is attached or by which it is being moved is stopped or parked for the purpose of loading or unloading persons or materials, but only for so long as is reasonably required to achieve such loading or unloading;
3. During construction, reconstruction or remodeling of any property or premises for which a building permit has been lawfully issued construction equipment, storage trailers, offices and other mobile devices displaying signs may be located on or adjacent to the property on which the work is being performed provided:
  - a. Such equipment is located in an area designated by the Zoning Enforcement Officer after consideration of traffic patterns and line-of-sight requirements for nearby traffic; and
  - b. Such equipment may be so located only during and within thirty (30) days before the actual construction work reflected on the building permit relating to the premises.

**SECTION 410.090: MAINTENANCE AND SAFETY**

A. All signs shall be maintained in good repair so as to prevent rust, peeling, flaking or fading. Broken panels, missing letters, flaking or peeling paint, delamination of wood, malfunctioning lights, and other visual damage to a sign shall be repaired within forty-five (45) days of the occurrence or within thirty (30) days of notification by notification from the Zoning Enforcement Officer either by United States Postal Service or posting such notice upon the premises or the sign.

B. Any sign and its supporting frame, which advertises a business no longer conducted or a product no longer sold on the premises or lot, shall be removed by the owner, agent or person having beneficial use of the premises or lot upon which the sign is erected within thirty (30) days after the business or product is no longer present.

C. Any sign which is structurally unsafe or hazardous or endanger a building or premises, pedestrian or vehicular traffic (including but not limited to being hazardous by reason of obstruction of walkways or fire access or exit lanes, by restricting site distances or being located in such close proximity to travel lanes or parking areas that it may be struck by maneuvering vehicles) shall be relocated, removed or otherwise protected within fifteen (15) days of notification that such danger or nuisance exists by notification from the

Zoning Enforcement Officer either by United States Postal Service or posting such notice upon the premises or the sign.

#### **SECTION 410.100: NON-CONFORMING SIGNS**

Any sign existing on the effective date of this Chapter or the effective date of any amendment hereto shall be exempt from the provisions of this Chapter, according to the following:

1. Existing permanent signs in residential districts shall not be affected by these regulations except that should said signs be removed, replaced or substantially altered, they shall be brought into conformity with this Chapter.
2. Permanent signs in commercial districts.
  - a. Any permanent sign in commercial districts for which legal permits have been issued which are larger than allowed, or which do not conform to color requirements, or are of a type not allowed or improperly located as required by these regulations, shall be brought into compliance no later than December 31, 2012.
  - b. The provisions of Subparagraph (a) above notwithstanding, pole signs possessing permits but no longer authorized by these regulations shall be allowed to remain in place until a change in the ownership or business holding the permits or until they are damaged or altered by more than forty percent (40%), whichever shall first occur.
3. Any permanent sign in planned shopping center districts or commercial districts which do not conform to the color requirements shall be allowed to remain until such time as they are removed, replaced, damaged or altered by more than forty percent (40%) but in no case no later than December 31, 2012.
4. Any permanent window signs in planned shopping center districts or commercial districts for which permits were not issued must be brought into compliance no later than December 31, 2012.
5. Notwithstanding any other provisions hereof to the contrary, any condominium complex in excess of seventy-five (75) units and any church with a square footage in the main sanctuary of twenty-three thousand (23,000) square feet or more shall be allowed to erect a sign which exceeds these provisions by one hundred percent (100%).

#### **SECTION 410.110: DESIGN AND ILLUMINATION**

- A. All signs erected in Zone "C" Planned Shopping Center District or Commercial Districts shall be located and designed so as to create a visual impression of unity in terms of size, material, color, method of construction, etc. Earth tone color (i.e. shades of tan or brown) and similar lettering size and style shall be utilized in keeping with existing quality development within a given shopping center.
- B. No sign shall be erected or maintained so that its position, shape, wording, device or color might interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or warning device.
- C. All illuminated signs in all commercial districts for an individual business that advertise or promote goods or services shall be turned off during the hours that a business is closed. Emergency exit signs, security lighting and the principal business identification sign may remain lit as needed or desired.
- D. No sign shall make use of any profane language or other words offensive to persons of reasonable sensitivity.
- E. Permanent signs in residential areas shall be restricted to three (3) colors (black, white and one (1) other color). Wood stains of earth tone types shall not be considered as colors.
- F. All signs shall be constructed and erected in accordance with the Building Codes for the Village of Twin Oaks.
- G. Reserved.
- H. All sign illumination shall be oriented to prevent undue glare onto adjacent streets or residential properties. The illumination of any sign located within fifty (50) feet of a residential zone lot line shall be diffused or indirect and designed so as not to reflect direct rays of light onto adjacent residential districts. Illumination of all signs shall be so arranged that there will be no direct rays of light reflected into any public way. No business sign may be erected within fifty (50) feet of any residential district without prior written approval of the Board of Trustees.
- I. All electrical illumination devices shall be designed to be weather resistant and shatterproof.

J. All sign faces that are backlit shall be considered to be a portion of the sign for purposes of computing the allowable sign area.

#### **SECTION 410.120: PERMITS REQUIRED**

Unless otherwise provided in these regulations, it shall be unlawful for any person, partnership, corporation, agent or employee thereof to erect, repair, paint, replace, alter, relocate or otherwise change, other than normal maintenance, within the Village of Twin Oaks any sign as defined in this Chapter without first obtaining approval and a permit from the Village of Twin Oaks and making payment of the fee as set forth by the Board of Trustees from time to time. Before any permit is granted for the erection of a sign, outdoor display or structure, four (4) sets of final plans and specifications shall be filed with the Village of Twin Oaks showing the location of the proposed sign and the dimensions, materials and required details of construction, including calculated dimensions approved by an engineer registered in the State of Missouri if required by the Zoning Enforcement Officer in the interest of public safety. If the work authorized under a permit is not completed within six (6) months after such permit was authorized, it shall become null and void.

#### **SECTION 410.130: EXEMPTIONS**

The following signs are exempt from the provisions of this Chapter:

1. The Village of Twin Oaks, St. Louis County, the State of Missouri and any political subdivision thereof together with any agency of any of the foregoing; and
2. Personal signs not larger than one (1) square foot in area.

#### **SECTION 410.135: AMENDMENTS**

The Board of Trustees may from time to time, on its own motion or on petition of the Planning and Zoning Commission or any person having an interest in the property involved, amend, supplement, change, modify or repeal by ordinance the regulations herein or subsequently established. Any proposed amendment, supplement, change, modification or repeal shall first be submitted to the Planning and Zoning Commission for its recommendation and report. If the Planning and Zoning Commission makes no report within forty-five (45) days, it shall be considered to have made a report approving the proposed amendment, supplement, modification or change. Upon receipt of the report by the Planning and Zoning Commission, the Board of Trustees shall hold a public hearing, fifteen (15) days' notice of the time and place of which shall have been given by publication in a newspaper having general circulation within the Village. In case of written protest against any proposed amendment, supplement, change, modification or repeal signed and acknowledged by the owners of thirty percent (30%) or more, either of the area of the land (exclusive of streets and places) included in such proposed amendment, supplement, change, modification or repeal or within an area determined by lines drawn parallel to and one hundred eighty-five (185) feet distant from the boundaries of the district proposed to be changed, is received by the Board of Trustees, such amendment shall not become effective except by the favorable vote of two-thirds (2/3) of all members of the Board of Trustees.

#### **SECTION 410.138: APPEALS**

The Board of Adjustment shall have the power and duty to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this Chapter. Procedures for appeal shall be as set forth in Sections 400.540 and 400.550 of the Zoning Code.

#### **SECTION 410.140: SEVERABILITY**

If any Section, sentence, clause or phrase or portion of this Chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Chapter.

**SECTION 410.150: PENALTY**

In addition to or in lieu of those general penalty provisions contained in Section 400.470 of this Title IV, any person found to have violated the provisions of this Chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined on a graduated basis, as follows: twenty-five dollars (\$25.00) for a first (1st) offense; one hundred dollars (\$100.00) for a second (2nd) offense; five hundred dollars (\$500.00) for a third (3rd) or subsequent offenses.