



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

RESIDENTIAL SIGN PERMIT APPLICATION

A: APPLICANT INFORMATION

Applicant is: Owner Renter

Resident Contact Name: _____ Email: _____

Full Address: _____

Telephone: _____ Cell: _____

B: SIGN DESIGNER OR CONTRACTOR (IF NOT LISTED ABOVE)

Contact Name AND Business Name: _____

Full Address: _____ Email: _____

Telephone: _____ Cell: _____

C: PROPOSED SIGN TYPE AND SPECIFICATION

PERMANENT:

- Directional
- Flag – Governmental & Institutional
- Flag – All Other Locations
- Identification
- Informational

Two (2) Copies Required:

- Scaled colored drawing of proposed sign
- Site plan indicating roadways, parking lots & 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:

- Construction
- Political
- Real Estate
- Special Display
- Yard

Width of Sign: _____ feet

Height of Sign: _____ feet

Sign Size: _____ square feet

Date of display from _____ to _____

D: 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 from 25 to 100 square feet in area: \$10.00
Signs from 200 to 250 square feet in area: \$20.00

Signs up to 25 square feet in area: \$5.00
Signs from 100 to 200 square feet in area: \$15.00

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

Amount Rec'd: _____ Cash/Check #: _____ Date Rec'd: _____

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.

SIGN, WINDOW, PERMANENT: A sign that is permanently affixed to either side of the glass of an exterior door or window, or suspended in anyway within eighteen (18) inches of a window allowing advertising to project outward.

SIGN, WINDOW, TEMPORARY: A temporary sign affixed to the inside of an exterior window or glass door.

SIGN, YARD (COMMERCIAL): Any temporary sign that is located on property in the "C" Planned Shopping Center District.

SIGN, YARD, (RESIDENTIAL): Any temporary sign that is located in a front yard of a lot located in an "A" Single-Family Residence District or a "B" Single-Family Attached Residence District.

SECTION 410.030: SIGNS PERMITTED IN ZONE "A" AND "B" RESIDENTIAL DISTRICTS

Subject to limitations hereinafter set forth, only the following types of signs shall be permitted in Zone "A" Single-Family Residential Dwelling District and Zone "B" Single-Family Attached Dwelling District in accordance with the regulations hereinafter prescribed. Regulations pertaining to size, height and number represent maximums allowed.

Type Regulations

A. Permanent SIGNS

1. Directional*

Information: Entrance, Exit, One Way, Loading, Handicapped, etc.
Maximum size: Six (6) square feet.
Maximum height: Three and one-half (3½) feet for ground mount, six (6) feet for wall mount.
Maximum number: Two (2) per entrance.
Location: Ground or wall mount.
Colors: Not more than three (3).
Special: a) Can be used only for churches, schools, government buildings, cemeteries and institutions.
b) Logos allowed only if no more than twenty-five percent (25%) of total sign area.
Projection: Six (6) inches from face of building.
Permit required: Yes.

2. Flag

Information: Governmental and institutional.
Maximum size: Five (5) feet by eight (8) feet.
Maximum height: Twenty-five (25) feet.
Maximum number: Two (2) flags per pole.
Location: At least twelve (12) feet from curb line.
Colors: No limit.
Special: Three (3) per lot.
Projection: None.
Permit required: No.

3. Flag Information:

All other locations.
Maximum size: Three (3) feet by five (5) feet.
Maximum height: Twenty (20) feet.
Maximum number: One (1) flag per pole.
Location: At least twelve (12) feet from curb line.
Colors: No limit.
Special: One (1) per lot.
Projection: None.
Permit required: No.

4. Identification

Information:	Name of subdivision, church, government, school, institution, etc.
Maximum size:	Twenty-four (24) square feet.
Maximum height:	Six (6) feet for ground mount including support base and minimum two (2) feet below gutter line.
Maximum number:	One (1) per lot frontage.
Location:	Ground mount not less than twelve (12) feet from curb line.
Colors:	Not more than three (3).
Special:	Not more than two (2) feet of supporting structure shall be visible.
Permit required:	Yes.

5. Informational

Information:	No trespassing, private, keep out, beware of dog, loading, handicapped, etc.
Maximum size:	Three (3) square feet.
Maximum height:	Three and one-half (3½) feet for ground mount, six (6) feet for wall mount.
Maximum number:	Six (6) per lot.
Location:	Ground or wall mount.
Colors:	Not more than three (3).
Special:	See Section 205.220.
Projection:	Six (6) inches from face of building.
Permit required:	No.

B. Temporary SIGNS

1. Construction

Information:	Contractor, architect, engineer, or financier's name, address and phone.
Maximum size:	Six (6) square feet.
Maximum height:	Three and one-half (3½) feet.
Maximum number:	One (1) per street frontage.
Location:	Not less than ten (10) feet away from curb line.
Colors:	Not more than three (3).
Special:	Project duration.
Projection:	None.
Permit required:	No.

2. Political

Information:	Candidate or issue to support or oppose
Maximum size:	Six (6) square feet.
Maximum height:	Three and one-half (3½) feet.
Maximum number:	No more than two (2) signs per issue or candidate.
Location:	Ground mount on private property.
Colors:	Not more than three (3).
Special:	Signs supporting candidates to be removed promptly following election.
Projection:	None.
Permit required:	No.

3. Real estate

Information:	For Sale, Rent, Lease.
Size:	Six (6) square feet for single lot, twenty-four (24) square feet for subdivisions.
Maximum height:	Three and one-half (3½) feet for a single lot, seven (7) feet for subdivisions.
Maximum number:	One (1) per street frontage.

Location: Not less than ten (10) feet from curb line.
Colors: Not more than three (3).
Special: Until sold, rented or leased.
Projection: None.
Permit required: No.

4. Special display

Information: Special event for church, school, government, institution, or not-for-profit agency, etc.
Maximum size: Six (6) square feet.
Maximum height: Three and one-half (3½) feet.
Maximum number: Two (2).
Location: Ground mount not less than ten (10) feet away from curb line.
Colors: Not more than three (3).
Projection: None.
Permit required: No.

5. Yard

Information: Garage sale, estate sale, etc.
Maximum Size: Six (6) square feet.
Maximum height: Three and one-half (3½) feet.
Maximum number: One (1) per street frontage.
Location: Ground mount not less than ten (10) feet away from curb line.
Colors: Not more than three (3).
Special: Removed upon completion of the event.
Projection: None.
Permit required: No.

SECTION 410.040: SIGNS PROHIBITED IN ZONE "A" AND "B" RESIDENTIAL DISTRICTS

Except as may be otherwise prescribed by ordinance, the following signs shall be prohibited in residential districts:

1. Advertising.
2. Banners.
3. Billboards.
4. Flashing lights or those that appear to move (except seasonal holiday decorations).
5. Moving signs.
6. Roof signs.
7. Signs on public street right-of-way (other than public notices).
8. Signs that are in disrepair or hazardous.
9. Signs having more than two (2) faces or two (2) sides.
10. Projecting.
11. Signs directly painted on any wall or any wall of any structure.
12. Signs in excess of one (1) square foot drawing attention to or advertising a "Home Occupation".
13. 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.