

BUILDING AND INSPECTION DIVISION



October 3, 2014

**MEMORANDUM**

Bulletin S-01-14 (Revised)  
(S-02-08 Revised)

(Highlighted areas are the revisions to S-02-08)

**TO:** All Permit Applicants  
**FROM:** Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division  
**RE: Setback Requirements For Signs**

**Effective immediately, setback requirements for all types of ground signs will be 10'-0" in all zoning districts (see Sec. 326.202 & 656.1303) with the following exceptions:**

- 1) Property abutting a single family dwelling or property use that is zoned for single family or PUD that could be used as single family and the ground sign is within 50' from the property line/boundary of the residential district where both properties are on the same street front. In which case it must meet the residential setback.
- 2) A sign waiver allowing a reduced setback.
- 3) A PUD or Overlay that specifically states a setback other than 10'-0".
- 4) In all residential zoning districts, ground signs or free-standing signs shall not be located in any required yard (setback), this does not include subdivision signs.

The requirements for sign area, height, type, and whether illumination is permitted and the aesthetic compatibility will be controlled by the zoning district that the property lies in.

Location of signs--Notwithstanding any other provisions of the Ordinance Code, no sign, shall be located within 25 feet of any intersection of two or more right-of-way lines, nor shall any sign be located closer than ten feet from any street right-of-way.

Examples:

For a ground sign for a multi-family complex (Apartments, condos, townhouses) that is zoned RMD, the multi-family complex will be viewed as a commercial entity and will have a 10ft setback.

For a business zoned CRO, CO or CN, located next to a multi-family complex zoned either RMD or PUD, the setback for a ground sign would be 10ft as long as the property does not abut a single family zoning district/use, and the proposed sign is not within 50ft of the property line that abuts the single family property/use.

For a ground sign on a 150ft wide lot that is zoned PBF or CN which has a single family home on both sides, with the sign placed in the center of the lot along the street frontage, and where the sign is over 50ft from either single family home/property, the sign setback would be 10ft.