

STEP 1 PERMITTING

WHEN IS A PERMIT REQUIRED?

No sign shall be erected, enlarged, constructed or otherwise installed without first obtaining a sign permit.

WHAT IS REQUIRED TO RECEIVE A PERMIT?

- Fill out and submit a Sign Permit Application.
- Submit scale drawings of the sign and supports.
- Provided the applicant has satisfied all conditions and requirements of the signage and zoning regulations and paid the appropriate fees, a sign permit may be issued.
- Sign permits are paid for and picked up at Bolivar City Hall.

WHAT INSPECTIONS ARE REQUIRED?

The following inspections are required for all signs:

- Footings
- Final

To schedule an inspection, contact the Building Inspector a minimum 24 hours in advance. Please provide the following information when scheduling an inspection:

- Permit Number
- Address
- Type of Inspection

BUILDING CODES

The City of Bolivar has adopted the following building codes:

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Mechanical Code
- 2009 International Plumbing Code
- 2009 International Fuel Gas Code
- 2009 International Fire Code
- 2008 National Electrical Code
- 2009 International Property Maintenance Code

QUESTIONS?

Contact the Building Department at (417) 326-2489, ext 290.

ZONING STEP 2

SINGAGE CLASSIFICATIONS

Awning, Canopy, or Marquee Sign: A sign that is mounted or painted on or attached to an awning, canopy or marquee. No such signs shall project above, below or beyond the awning, canopy or marquee.

Banner Sign: A sign generally made of woven material or durable synthetic materials primarily attached to or hung from posts or buildings. Not intended for permanent use. Banner signs shall not exceed 100 sf.

Ground Sign: Any sign placed upon, or supported by, the ground independently of the principal building or structure on the property, where the bottom edge of the sign is under 6 ft and where secured to or into ground by permanent means including, but not limited to, anchors, mortar, cement or other such material.

Pole Sign: Any sign placed upon, or supported by, the ground independently of the principal building or structure on the property, where the bottom of the sign is 6 ft or more above the ground level.

Portable Sign: A sign, usually of a temporary nature, not securely anchored to the ground or to a building or structure and which obtains some or all of its structural stability with respect to wind or other normally applied forces by means of its geometry or character.

Projecting Sign: A sign that is wholly or partly dependent upon a building for support and which projects more than 12 inches from such building.

Roof Sign: A sign totally supported on the roof of a structure. Roof signs shall not project more than 12 inches beyond the face of the building.

Temporary Ground Sign: Any sign placed upon, or supported by, the ground independently of the principal building or structure on the property, where the bottom edge of the sign is under 3 ft and where secured to or into the ground by means which allow for the easy removal or relocation.

Wall Sign: A sign fastened to or painted on a wall of a building or structure in such a manner that the wall becomes merely the supporting structure or forms the background surface and which does not project more than 12 inches from such building.

QUESTIONS?

Contact the Planning & Zoning at (417) 326-2489, ext 224.

CITIZEN'S GUIDE TO PERMITTING & ZONING: Services & Regulations



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SIGNAGE REQUIREMENTS



The zoning requirements are as numerous as they are diverse. The following is only intended as a brief overview which answers the most commonly asked questions regarding the zoning regulations. It is highly recommended that you contact the Planning & Zoning Department for further zoning requirements.

GENERAL STANDARDS

Gross Area of Sign: The entire area within a single continuous perimeter enclosing the extreme limits of the sign, exclusive of the base on which it is mounted or from which it is suspended. On lots where more than 1 sign is located, the total gross area of all the signs shall not exceed the maximum gross area allowed by the signage regulations

Sign Height: Sign height shall be measured from the ground elevation at the base of the sign to the highest element of the sign.

Illuminated Signs: A sign that has artificial light or reflects light derived from any source. Illuminated signs shall be designed to reflect or direct light away from any residential dwelling district and any illuminated sign located on a lot adjacent to, in front of or across the street from any residential district, which sign is visible from such residential district, shall not be illuminated between the hours of 11:00 PM and 7:00 AM. Lighted signs in direct vision of a traffic signal shall not be in red, amber or green illumination.

Flashing or Moving Signs: Any illuminated sign on which the artificial light is not constant in intensity and color at all times. Any revolving, rotating, moving, animated, signs with moving lights or signs which create the illusion of movement shall be considered as a flashing sign. Flashing signs shall not be permitted which are in any way similar to traffic signals or emergency vehicle lights. A sign whereon the current time and/or temperature is indicated, intermittent lighting shall not be deemed as a flashing sign if the lighting changes are limited to the numerals indicating the time and/or temperature and are not more frequent than every 15 seconds.

Lineal Street Frontage: In districts where gross area is allocated based on lineal street frontage and the tract or parcel is adjacent to more than 1 street, the lineal street frontage shall be computed as follows:

- tracts and parcels located on major streets, the lineal street frontage shall be the distance of that property line abutting the major street
- tracts and parcels not located on a major street, the lineal street frontage shall be ½ the sum of all street frontages

ZONING DISTRICT REGULATIONS

A-L	<p><i>Types Permitted:</i> banner¹, ground, portable², temporary ground³, wall <i>Number Permitted:</i> 1 sign or 4 temporary ground <i>Maximum Gross Area:</i> 20 sf <i>Maximum Height:</i> 15 ft <i>Setbacks:</i> none <i>Illumination:</i> Allowed on signs that do not exceed 12 sf on 1 face for churches, hospitals, police stations, fire stations and other similar public facilities.</p>
R-1, R-2, R-3, R-4, MHS, MHD	<p><i>Types Permitted:</i> ground, temporary ground, portable² <i>Number Permitted:</i> 6 total per lot</p> <ul style="list-style-type: none"> • temporary ground—6 per lot • portable—1 per lot • ground—1 per lot <p><i>Maximum Gross Area:</i></p> <ul style="list-style-type: none"> • temporary ground—6 sf • portable—15 sf • ground—40 sf <p><i>Maximum Height:</i> 15 ft <i>Setbacks:</i> ½ the distance of the required front yard setback <i>Illumination:</i> Indirect illumination with incandescent or fluorescent lighting allowed.</p>
C-O	<p><i>Types Permitted:</i> awning, banner¹, canopy, ground, marquee, pole, portable², wall, temporary ground³ <i>Number Permitted:</i></p> <ul style="list-style-type: none"> • wall—no limitation • awning, canopy, ground, marquee, pole, portable—1 per lot • banner, temporary ground—4 per lot <p><i>Maximum Gross Area:</i> 200 sf <i>Maximum Height:</i> 20 ft <i>Setbacks:</i> 10 ft <i>Illumination:</i> Allowed provided they are not in conflict with any other regulation in the Bolivar Code.</p>

GENERAL REGULATIONS

- No sign shall block any window or required access way
- No sign shall be attached to a tree or utility pole
- All signs shall be constructed according to the buildings codes adopted by the City of Bolivar
- No sign shall be located to obstruct, impair, obscure, or interfere with view of or be confused with any traffic or railroad control sign or device
- The lowest elevation of any sign located within 3 ft of a driveway or within a parking area shall be at least 10 ft above the curb level
- No sign shall be located so that it projects into the public right-of-way
- No sign shall be located within the sight triangle, as described in the Bolivar Code
- No sign shall be attached to any street identification, traffic or railroad control device

C-S	<p><i>Types Permitted:</i> Awning, banner¹, canopy, ground, marquee, pole, portable⁴, projecting, temporary ground³, wall <i>Number Permitted:</i></p> <ul style="list-style-type: none"> • awning, canopy, marquee—no limitation • portable, projection—1 per lot • ground, pole—2 per lot • temporary ground—4 per lot <p><i>Maximum Gross Area:</i> 2 sf for each lineal foot of street frontage, however no sign shall exceed a gross surface area of 400 sf <i>Maximum Height:</i> 30 ft <i>Setbacks:</i> none <i>Illumination:</i> Allowed.</p>
C-1	<p><i>Types Permitted:</i> Awning, banner¹, canopy, ground, marquee, pole, portable⁴, temporary ground³, wall <i>Number Permitted:</i></p> <ul style="list-style-type: none"> • awning, canopy, marquee, wall—no limitation • ground, pole, portable—1 per lot • banner, temporary ground—4 per lot <p><i>Maximum Gross Area:</i> 1 sf for each 1 ft of lineal street frontage <i>Maximum Height:</i> 30 ft <i>Setbacks:</i> 10 ft <i>Illumination:</i> Allowed.</p>
C-2	<p><i>Types Permitted:</i> Awning, banner¹, canopy, ground, marquee, pole, portable⁴, projecting, temporary ground³, wall <i>Number Permitted:</i></p> <ul style="list-style-type: none"> • awning, canopy, marquee, wall—no limitation • portable, projecting—1 per lot • ground, pole—2 per lot • banner, temporary ground—4 per lot <p><i>Maximum Gross Area:</i> 2 sf for each lineal foot of street frontage, however no single sign shall exceed a gross surface area of 400 sf <i>Maximum Height:</i> 30 ft <i>Setbacks:</i> none <i>Illumination:</i> Allowed.</p>

EXCEPTIONS

The following signs shall be exempt from the signage requirements as described in the Bolivar Code:

- Signs of duly constituted governmental bodies, including traffic or similar regulatory signs, legal notices, warnings at railroad crossings and other instructional or regulatory signs having to do with health, hazards, parking, swimming, dumping, etc.
- Small signs, not exceeding 3 sf in area, displayed on private property for the convenience of the public, including, but not limited to, signs to identify entrance and exit drives, parking areas, one-way drives, restrooms, freight entrances and other similar signs.
- Temporary ground signs which otherwise comply with the district regulations of R-1, R-2, R-3, R-4, MHS, MHD.

C-3	<p><i>Types Permitted:</i> Awning, banner¹, canopy, ground, marquee, pole, portable⁴, projecting, roof, temporary ground³, wall <i>Number Permitted:</i> no limitation except the following:</p> <ul style="list-style-type: none"> • portable—2 per lot • temporary ground—4 per lot <p><i>Maximum Gross Area:</i> no limitation <i>Maximum Height:</i> 30 ft above the highest point of the roof of the structure on which it is located <i>Setbacks:</i> none <i>Illumination:</i> Allowed.</p>
I-1, I-2	<p><i>Types Permitted:</i> Awning, banner¹, canopy, ground, marquee, pole, portable⁴, projecting, temporary ground³, roof, wall <i>Number Permitted:</i></p> <ul style="list-style-type: none"> • awning, canopy, marquee, wall—no limitation • portable, projecting, roof—1 per lot • ground, pole—2 per lot • Banner, temporary ground—4 per lot <p><i>Maximum Gross Area:</i> 2 sf per lineal foot of street frontage, however no single sign shall exceed a gross surface area of 400 sf <i>Maximum Height:</i></p> <ul style="list-style-type: none"> • roof, wall—30 ft above highest point of the structure • all other signs—30 ft <p><i>Setbacks:</i> none <i>Illumination:</i> Allowed.</p>
P	<p>Signs shall conform to sign regulations in the nearest appropriate zoning district or districts.</p>

¹ Banner signs are subject to structural, durational and other limitations.
² Portable signs may not be used for more than 7 consecutive days per calendar year.
³ Temporary ground signs may not be used for more than 90 consecutive days per sign.
⁴ Portable signs may not be used for more than 90 consecutive days per calendar year, and not more than 2 sign permits shall be issued per lot per calendar year.

QUESTIONS?

Contact Planning & Zoning at (417) 326-2489, ext 224.