
PART 103: ORDINANCE 1

SIGN ORDINANCE

Section 1.00 INTENT.

The intent of this Ordinance is to create a comprehensive, balanced system of regulating signs and, thereby, to facilitate an easy and pleasant communication between people and their environment, to enhance the physical appearance of the Township, to make the Township a more enjoyable and pleasing community, and to create a more attractive economic and business climate. It is intended by the provisions of this Ordinance to reduce signage and advertising distractions, to eliminate hazards caused by signs being too close to the public rights-of-way, to avoid the confusion of conflicting adjacent signs, to protect property values, and to eliminate obsolete, irrelevant, nonconforming and deteriorated signs. With these purposes in mind, it is the intention of this Ordinance to authorize the use of signs which are:

- Compatible with their surroundings.
- Appropriate to the type of activity to which they pertain.
- Expressive of the identity of individual proprietors or of the development as a whole.
- Legible in the circumstances in which they are seen.
- That all signs within the Township are consistent in size and aesthetic character.

Section 2.00 SHORT TITLE.

This Ordinance shall be known and may be cited as the LENOX TOWNSHIP SIGN ORDINANCE.

Section 3.00 SUBMISSION AND PERMIT REQUIREMENTS.**(1) Permit Required.**

No person shall alter, relocate, erect, re-erect or construct any sign, except those which are exempted in Section 6.00(1), unless a permit for the same has been issued by the Township pursuant to this Ordinance. This does not include building permit reviews, requirements and fees. A building permit shall also be required for all signs, unless otherwise exempted by the applicable Township Building Codes.

(2) **Application for Permit.**

- (a) Written application shall be made on forms provided by the Township.
- (b) Such application shall be accompanied by a site plan, sign drawing and sign data presented in accordance with the following requirements and showing the information hereinafter required:
 - (i) The site plan shall be drawn to a legible and usable scale. Wall sign applications shall be exempt from submitting a site plan; however, all other submittal requirements shall be met.
 - (ii) The site plan shall show the location of all existing and proposed sign(s) on the site. The plan shall denote all signs which shall remain and all signs to be removed from the site.
 - (iii) The site plan shall show the location of existing and proposed streets, roadways, parking areas, entrances and exits within fifty (50) feet of the proposed sign(s). Clearly indicate the setback and clear vision triangle (refer to Section 6.00(4)(b)).
 - (iv) The application package shall include photographs of the site, all structures, and all existing signs.
 - (v) Drawings of the proposed sign(s) to be installed on the site shall be submitted with the site plan and shall include all of the following information:
 - a. Height of the sign above the ground.
 - b. Surface of the sign (material, color and dimensions).
 - c. Area of sign surface. Clearly outline the areas computed as sign area on an illustration.
 - d. Lettering of sign drawn as it will appear on the erected sign. It need not be in the style of the finished sign, but must be neatly printed in the size and weight approximating that of the final constructed sign.
 - e. Method and color of illumination, if any.
 - f. Logos, emblems or additional sign features.
 - g. A drawing or similar representation of the total building wall upon whose face the sign is to be displayed at a reasonable scale³.
- (c) The Planning Commission may require additional information deemed necessary and/or pertinent to the understanding and/or review of the application.
- (d) Copies of the application and all plans and supplemental statements of information required therewith shall be filed with the Township Clerk, together with the processing and review fee established by resolution of the Township Board.

(3) Granting and Issuance of Permit.

- (a) All signs, which are not otherwise exempt, shall be reviewed by the Planning Commission.
- (b) Upon receipt of all necessary submissions required by this Ordinance, the Planning Commission shall either approve or disapprove the application within a reasonable time based upon the standards set forth in this Ordinance. If the application is approved by the Planning Commission, the applicant shall then apply to the Building Department for a building permit. If the sign conforms to all applicable building codes, the Building Official shall issue a permit.
- (c) All appeals shall be processed and acted on as set forth in Section 9.00, herein.

Section 4.00 ZONING DISTRICT REGULATIONS.

For the purposes of this Ordinance, the term “site” shall be defined as all land in a development which is necessary or indicated as part of the development proposal to meet parking requirements, setback requirements, landscape requirements, drainage requirements (i.e., retention or detention basin), and lot coverage requirements of the Township Zoning Ordinance.

(1) Residential and Recreation Zoning Districts (All Residential and REC Zoning Districts).

- (a) One (1) identification sign or nameplate is permitted for each dwelling unit with a permitted home occupation.
- (b) One (1) monument sign is permitted for each approved non-residential use.
- (c) One (1) double-faced subdivision or apartment entrance sign placed parallel to the entrance road or two (2) single-faced subdivision or apartment entrance signs placed perpendicular or within forty-five (45) degrees of the entrance road shall be permitted for each major entrance to a residential subdivision, mobile home park and multiple-family development. A major entrance shall include entrances from major, secondary or collector roads and shall specifically exclude access from local roads, as classified in the Township Master Plan.

(2) Commercial Neighborhood and Office Service Zoning Districts (CN and OS Zoning Districts).

- (a) One (1) identification sign or nameplate is permitted for each office unit within a multi-tenant professional office development.
- (b) For professional office uses in CN or OS Districts, one (1) wall sign and one (1) monument sign shall be permitted for each site.

- (c) For general office uses and retail uses in the CN and OS Districts, one (1) wall sign shall be permitted for each tenant with both a separate unit within a building and an individual exterior public entrance to a building. In those cases where multiple tenants share an entrance, one (1) wall sign shall be permitted to include all tenants. In addition, one (1) monument sign shall be permitted for each site.
 - (d) In shopping centers with multiple tenants, all signage shall be coordinated as to size, location, color and character. A coordinated sign package shall be submitted for the entire complex or center prior to individual permits being granted.
- (3) **Commercial Community and Commercial General Zoning Districts (CC and CG Zoning Districts).**
- (a) One (1) monument or pylon sign shall be permitted for each office or commercial site.
 - (b) One (1) wall sign shall be permitted for each building or for each tenant having an individual public entrance to a building. In those cases where multiple tenants share an entrance, only one (1) wall sign shall be permitted.
 - (c) On sites which front on two (2) or more major, secondary or collector streets, one (1) additional wall sign shall be permitted on each façade facing such street. Only one (1) wall sign shall be placed on each street facade.
 - (d) In shopping centers with multiple tenants, all signage shall be coordinated as to size, location, color and character. A coordinated sign package shall be submitted for the entire complex or center prior to individual permits being granted.
- (4) **Industrial Restricted, Industrial Controlled and Office, Technology, Warehouse Zoning Districts (IR, IC and OTW Zoning Districts).**
- (a) One (1) monument sign shall be permitted for each industrial site.
 - (b) One (1) wall sign shall be permitted for each tenant having an individual public entrance to a building.
 - (c) One (1) subdivision entrance sign shall be permitted for each major road entrance (as defined in Section 4.00(1)(c) to identify an industrial or technical park.

Section 5.00 SPECIFIC REGULATIONS.**(1) Awning or Canopy Signs.**

- (a) An awning or canopy sign may be used to display the name of the firm, the address or a symbol, or type of business, and shall be placed only on the principal front of the building.
- (b) An awning or canopy sign shall be permitted in lieu of a permitted wall sign.
- (c) An awning or canopy sign shall not exceed one (1) square foot for each linear foot of store frontage on which the sign is to be placed, or twenty (20) square feet, whichever is greater. In no case shall an awning or canopy sign exceed sixty (60) square feet.
- (d) A minimum vertical clearance of fourteen (14') feet shall be provided beneath any awning or canopy sign which projects over a parking area or driveway. In all other areas, a minimum vertical clearance of eight (8') feet shall be provided beneath an awning or canopy.

(2) Directional Signs.

- (a) Directional signs shall not exceed two (2) square feet in area, and shall not exceed three (3') feet in height. No more than one (1) such sign shall be located at each drive location.
- (b) At-grade directional signs painted on or adhered to the surface of paved areas are exempt from these standards.
- (c) All directional signs required for the purpose of orientation, when established by the Township, County, State or Federal government, shall be permitted.

(3) Identification Signs.

Identification signs shall be limited to:

- (a) One (1) unlit wall-mounted sign for a permitted home occupation.
- (b) One (1) unlit wall-mounted identification sign shall be permitted for each approved professional office or each exterior entrance for a multiple tenant office. Such sign shall be located at the entrance of the office to which it refers.
- (c) An identification sign shall not exceed one (1) square feet in sign area. Such wall-mounted signs shall not extend outward more than two (2") inches from the surface of a wall on the subject structure.

(4) **Monument or Ground Signs.**

- (a) Monument or ground signs shall not exceed sixty-four (64) square feet in sign area in the CC and CG Zoning Districts; forty (40) square feet in the OS and CN Zoning Districts; and, twenty-four (24) square feet in all residential, REC and industrial zoning districts. Retail establishments with over 60,000 square feet of gross floor area and over 300 feet of road frontage on a single thoroughfare shall be permitted two (2) ground signs with sixty-four (64) square feet of sign area each. The signs shall be evenly spaced along the frontage of the site and shall not in any case abut each other. If the Building Official determines that architectural features of the sign, such as wood, rock or brick framing, are in harmony with the surrounding area and the principal structure, the architectural features of the sign shall not count as part of the display area.
- (b) Monument signs, including the architectural features, shall not exceed six (6) feet in height. Monument signs shall not have more than two (2) foot of clearance between the bottom of the sign and the established grade.

(5) **Off-Site Signs, including Billboards.**

- (a) Off-site signs, excepted as otherwise stated in this ordinance, including billboard signs, may be permitted as a special land use in the IR and IC Zoning District as regulated herein and in the Zoning Ordinance.
- (b) All billboards shall be confined to "adjacent areas", as defined in the Highway Advertising Act of 1972.
- (c) No billboard shall be located within one thousand five hundred (1,500') feet of another billboard. The spacing requirements apply separately to each side of the freeway and shall be measured along the nearest edge of the pavement of the freeway between points directly opposite each sign. Official and on-premises signs, as defined in Section 131(c) of Title 23 of the United States Code, shall not be counted, nor shall measurements be made from them for purposes of determining compliance with the spacing requirements provided in this section.
- (d) No billboard shall be located adjacent or within 500 feet of an interchange, an intersecting street, road or highway crossing on the same side of the highway; nor shall such sign be located within 500 feet of a residential zoning district boundary.
- (e) No sign or part thereof shall be located within 100 feet of the freeway right-of-way line.
- (f) The surface area of any billboard shall not exceed one hundred (100) square feet. Billboards with stacked or tandem faces shall be prohibited.
- (g) The height of any billboard shall not exceed sixteen (16') feet above the grade of the ground on which the billboard is affixed or the grade of the abutting highway, whichever is greater.
- (h) No billboard shall be located on top of, cantilevered, or otherwise suspended above the roof of any building.

- (i) Billboard illumination shall be employed in such a manner so as to prevent intense or brilliant beams or rays of light from being directed at any portion of the main traveled way of the highway or adjacent properties.
- (j) All billboards shall be constructed to withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness, and continued readability of message.
- (k) No billboard shall have any movement in any of its parts and shall not contain changing illumination or changing message.

(6) Political Signs.

- (a) No such signs shall be located within the public right-of-way or on other publicly owned properties. Those posting signs shall have permission of property owners and all such signs shall be removed within 10 days following the election.

(7) Portable Signs.

- (a) Portable signs, as defined in Section 8.00 herein, are hereby prohibited, regardless of form, size, character or placement, unless otherwise specifically permitted within this Ordinance.

(8) Projecting Signs.

- (a) Projecting signs, as defined in Section 8.00 herein, are hereby prohibited, regardless of form, size, character or placement, unless otherwise specifically permitted within this Ordinance.

(9) Pylon Signs.

- (a) Pylon signs shall not exceed the sign area and height allowances herein:

Pylon Sign Area and Height Allowances

Speed Limit (MPH)	MOVING TRAFFIC LANES			
	TWO		FOUR	
	Area (sq. ft.)	Height (feet)	Area (sq. ft.)	Height (feet)
25-30	20	12	30	14
35-40	30	14	54	16
45 and Over	45	16	80	18

- (b) For retail shopping centers with over 30,000 square feet of floor area, the maximum area for a pylon sign shall be equal to:

Sign area allowance from schedule/2 + (number of tenants × 5.33) = allowable sign area or equal to the allowance of the schedule herein, whichever is greater.

- (c) Pylon signs shall not have less than four (4) feet of clearance between the bottom of the sign and the established grade. Such signs shall be located in a manner which in no way impedes or obstructs clear vision of motor vehicles, bicycles or pedestrian traffic.

(10) Real Estate Signs.

- (a) One (1) unlit real estate sign shall be permitted which advertises the sale, rental, or lease of the premises or property upon which said sign is located.
- (b) One (1) unlit sign indicating a building is "open" for inspection shall be permitted for the duration of the open hours. Such sign shall not exceed six (6) square feet in display area and shall be located on the premises or property which is open to the public.
- (c) In residential districts, no such sign shall exceed six (6) square feet in sign area.
- (d) Apartment complexes shall be permitted one (1) real estate sign for the complex, as a whole, when units are available. Such sign shall not exceed twenty (20) square feet in sign area.
- (e) In non-residential zoning districts, such signs shall not exceed twenty (20) square feet in sign area. In no case shall a site contain both a real estate sign and a real estate development sign.
- (f) No real estate sign shall exceed six (6') feet in height measured from grade directly beneath such sign.
- (g) All such signs shall be removed within seven (7) days after the property has been rented, leased or sold, or the title is otherwise transferred. Approval shall be for a one year period. One-year extensions may be granted by the Building Official.

(11) Real Estate Development Signs.

- (a) One (1) real estate development sign shall be permitted for each approved development under construction or planned for construction in which lots/units/space are still available. Such sign shall only be located on the site of the development. No such sign shall exceed twenty (20) square feet in sign area and six (6) feet in height. Such sign shall also include the date and permit number of the permit being issued, written in indelible ink.

Where a real estate development sign advertises a subdivision or site condominium development, each lot/unit within the development shall not be permitted a real estate development sign. Each lot/unit may include a four (4') square foot sign indicating the lot number and model. Such sign shall not be mounted higher than four (4') feet from grade.

- (b) Real estate development signs shall be removed within seven (7) days after all of the units or lots on that site have been sold or leased. In the case of office, commercial and industrial units, the signs shall be removed upon the granting of final occupancy permits.
- (c) A real estate development sign shall not be allowed to occupy the property for more than two (2) years, except when an extension is granted. The Building Official may grant one (1) extension of such approval for a period not exceeding one (1) year.

(12) Subdivision or Apartment Entrance Signs.

- (a) A subdivision or apartment entrance sign shall not exceed thirty-two (32) square feet in sign display area. If the Building Official determines that architectural features of the sign are in harmony with the surrounding area and the principal structure, the architectural features of the sign shall not count as part of the display area.
- (b) A subdivision or apartment entrance sign, including its architectural features, shall not exceed six (6') feet in height.
- (c) A subdivision or apartment entrance sign may be located in a traffic island at the entrance of a subdivision, if the Building Official determines that the sign will not obstruct motorist vision.

(13) Temporary Signs.

- (a) A business or organization shall be permitted one (1) temporary banner or A-Frame sign, not exceeding twenty (20) square feet in display area and not exceeding six (6') feet in height. A permit is required. A maximum of two (2) temporary sign permits shall be permitted for any one business or organization during a calendar year, with a combined permitted display time not exceeding sixty (60) days. Only one (1) such sign shall be permitted at the same time on a site. Political signs shall not be subject to the requirements of this paragraph.
- (b) Temporary signs are subject to the General Regulations (Section 6.00).

(14) Wall Signs.

- (a) A wall sign shall not project more than twelve (12") inches horizontally beyond the wall of a building.
- (b) A wall sign shall be used to display the name of the firm, the address or a symbol, or type of business.
- (c) Wall signs shall not project above the roof line (eave) of a building or structure.

- (d) Wall signs shall not exceed one (1) square foot for each linear foot of store front on which the sign is to be placed, or twenty (20) square feet, whichever is greater. In no case shall a wall sign exceed eighty (80) square feet (except as permitted below in Section 5.00(14)(e)). Excepting the uses qualifying under Section 5.00(14)(e), sign area for storefronts which are setback more than 200' from the centerline of a road shall be permitted to double the permitted wall sign area; however, not to exceed eighty (80) square feet.
- (e) Large retail uses with over forty thousand (40,000) square feet of floor area shall be permitted a wall sign area equal to one (1) square foot for each linear foot of store frontage up to a maximum of two hundred fifty (250) square feet. Retail uses with over ten thousand (10,000), but less than forty thousand (40,000) square feet of floor area shall be permitted a wall sign area equal to one (1) square foot for each linear foot of store frontage up to a maximum of one hundred (100) square feet.
- (f) Buildings located in Industrial Zoning Districts shall be permitted one wall sign which shall not exceed one (1) square foot of sign area for each linear foot of building wall upon which the sign is to be placed. In no case shall a wall sign on an industrial building exceed one hundred (100) square feet.

(15) **Window Signs.**

- (a) Temporary window signs shall be permitted to occupy no more than twenty-five (25) percent of any individual window surface area in the Business Zoning Districts (CN, OS, CC and CG). Wall signs and behind-the-window signs with lettering or symbols of three (3) inches or less may be permitted, in addition to the permitted signs per establishment.

Section 6.00 GENERAL REGULATIONS.

No sign may be erected, displayed or substantially altered or reconstructed, except in conformance with the regulations specified in this Ordinance. The following conditions shall apply to all signs regardless of use district, unless otherwise specified in this Ordinance:

(1) Exemptions.

The following signs, as defined herein, shall be exempt from procedural review and approval requirements as specified in this Ordinance. The signs shall, however, conform to all applicable regulations specified within this Ordinance.

- (a) The following signs shall not require Planning Commission approval, however, may require building permits:
1. Address numbers consistent with this ordinance (Section 6.00(5)).
 2. Handicap signs.
 3. Historical marker signs (official).
 4. Identification signs or nameplates.
 5. "Open" and "Closed" signs (not exceeding two (2) square feet in area).
 6. Political signs.
 7. Real estate signs for a single-family home or a single-family unit.
 8. Other real estate signs (specifically excluding real estate development signs) are exempt from Building Official approval, but a building permit must be obtained.
 9. Resurfacing an existing sign frame (shall not include any changes to the frame or structure). Such a change shall require a building permit when applicable.
 10. Wall signs of three (3) inches in height or less. No more than three (3) per building.
 11. Warning signs and other non-advertising signs, not exceeding six (6) square feet.
 12. Garage sale signs.
- (b) Township, County, State or Federal road or traffic control signs shall be exempt from the provisions of this Ordinance.
- (c) Signs not visible beyond the boundaries of the lot or parcel upon which they are situated, or from any public thoroughfare or right-of-way, shall not be counted toward the maximum number of signs permitted on the subject lot or parcel. These signs shall remain subject to Building Official approval, permit requirements, inspections, and height and setback requirements.
- (d) In all zoning districts, flags of the United States, the State of Michigan, any political subdivision of the State of Michigan, or other flags or banners specifically approved by the Township Board for general display, are permitted as long as the size or number of such flag or flags are not of such nature that it would be commonly understood that their display was primarily intended to be a commercial advertisement to attract the attention of the general public. All other flags intended for advertising shall be prohibited.

(2) Prohibited Signs.

Unless otherwise specifically permitted under this Ordinance, the following signs and/or sign parts shall not be permitted or erected in the Township:

- (a) Cloth signs, balloon signs or displays, streamers, flags, windblown devices, spinners, portable signs, trailer signs and pennants.
- (b) No flashing, animated, moving or bare bulb-type signs or displays.
- (c) Signs affixed to or painted on street furniture.
- (d) Signs affixed to or worn by people as a means to advertise including costumes.
- (e) Banner signs, window signs, A-frame signs, temporary signs stuck into the ground and any other sign not specifically authorized herein.
- (f) Signs painted directly onto wall surfaces.
- (g) Vehicle business signs and trailer signs.
- (h) Signs mounted on roofs.

(3) Changeable Copy Signs.

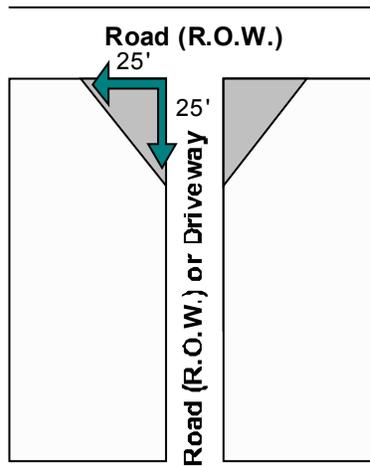
Changeable copy signs, including electronic message boards, may only be permitted as part of a ground or pylon sign provided the following requirements are met:

- (a) The area of the changeable copy sign does not exceed one-half of the entire size of the ground or pylon sign.
- (b) The information or advertising communicated by the changeable copy sign shall be limited to events, goods and/or services provided or sold on the site.
- (c) The image or message on the electronic message board does not change more frequently than once every sixty (60) seconds.
- (d) The sign does not contain moving images (i.e. television type screens).
- (e) The image or message of the sign does not continuously flash or scroll (vertically or horizontally).
- (f) The electronic message board is not illuminated beyond the default settings of the sign manufacturer's brightness/dimming controls.

- (g) The owner of an electronic message board shall allow the Township to use the electronic message board to communicate emergency public service information approved by the Township Supervisor relating to a national disaster or emergency that has been declared by the President of the United States. The operational restrictions on electronic message boards set forth above shall not apply during any time that the electronic message board is used to communicate authorized emergency public service information for the Township.
- (h) The owner agrees to update an approved emergency public service information communication, or discontinue the emergency public service message as soon as possible after receiving a request from the Township Supervisor. The owner shall file and keep current at all times with the Township Supervisor's Office the name, email address, phone number, cell phone number, pager and other available emergency contact information of the employee(s) or representative(s) of the owner who has been authorized and designated by the owner to communicate the approved emergency public service message using the electronic message board.

(4) **Locational Requirements.**

- (a) No sign, except as otherwise permitted herein, shall be located in, project into, or overhang a public right-of-way or dedicated public easement, or be attached to a utility pole.
- (b) No sign, except those established and maintained by the Township, County, State or Federal governments, shall be located within the triangle formed by the intersection of any road right-of-ways and/or access drive at points twenty-five (25) feet distant from the point of their intersection.



- (c) No signs shall be located so as to impede pedestrian or automobile traffic.
- (d) In no case shall a sign be closer than ten (10') feet to any property line. All signs shall meet the following minimum setbacks as measured in feet from the centerline of each road right-of-way (ROW) in accordance with the Township's Master Plan. An additional ten-foot (10') setback from road centerlines and property lines shall be required for all signs constructed in residential zoning districts.

Road Type (See Master Plan)	Distance in Feet
Regional (204' R.O.W.)	112
Regional (150' R.O.W.)	85
Major (120' R.O.W.)	70
Secondary (120' R.O.W.)	70
Collector (86' R.O.W.)	53
Local (70' R.O.W.)	45
Local (60' R.O.W.)	40
Cul-de-sac	70
Freeway*	50
Private Roads**	20

* Freeways shall be measured from the established right-of-way lines.

** Measured from the road easement or common usage line.

(5) **Illumination.**

- (a) Illumination of signs shall be positioned and shielded so that the light shines away from adjoining properties and the eyes of motorists or pedestrians. The light source of such illumination shall be shielded from public view.
- (b) Specialty lighting, such as neon accent lighting, may be permitted by the Building Official on a finding that the proposal is in character with the use and not detrimental to other uses in the vicinity. This regulation does not apply to lighted window signs.
- (c) A lighted display of time, temperature, or similar non-advertising public information shall be permitted as part of a sign subject to Building Official review and approval. The sign information must be accessory to the use on site and shall not include any off-site advertising.
- (d) All illumination shall meet the lighting standards of the Lenox Township Zoning Ordinance.

(6) **Addresses.**

- (a) Addresses shall meet the following requirements and shall not be included in sign area computations:
 - i. numbers shall be six (6") inches and shall be of a contrasting reflective color and in numerical block format on any non-residential building.
 - ii. Address numbers shall be located on all access doors at the front and rear of any non-residential building.
 - iii. Addresses shall be integrated with the structure on all monument signs and shall be clearly distinguishable from the sign face. For signs advertising more than one address, the range of addresses shall be on the sign.
 - iv. All sites, including residential home sites, shall display an address on the building which is clearly visible from the road and from the water for waterfront uses.

(7) **Width-to-length Ratio.**

No sign shall have a width-to-length or length-to-width ratio exceeding 4:1, except that wall signs shall be permitted to have a maximum width-to-length or length-to-width ratio of 8:1 (see example in Section 7.00)

(8) **Landscape Requirements.**

A monument sign shall be located within a landscaped area. Such landscaping shall include evergreen shrubs and other landscape amenities.

(9) **Maintenance of Signs.**

If, upon inspection by the Building Official, a sign is found to be unsafe, insecure, corroded, subject to corrosion, or otherwise poorly maintained, then the owner of such sign and/or sign erector shall make the sign safe and secure by completing any necessary reconstruction, repairs, painting or other improvements in accordance with the following timetable, unless the sign is required to be removed by the nonconforming sign regulations herein:

- (a) If the Building Official determines that the sign is an immediate threat to the safety of persons or property nearby, all required action to correct the defect shall be taken within forty-eight (48) hours (two working days) from the time of notification in writing from the Township, provided that the sign can be cordoned off or adequately secured during the intervening time so as to remove any immediate threat to safety. If such sign cannot be cordoned off or secured so as to eliminate any immediate threat to the safety of persons or property, then all required action to correct the defect shall be made forthwith.
- (b) If the Building Official determines that the sign is not an immediate threat to the safety of persons or property, all required action to correct the defect shall be made within thirty (30) days after notification in writing from the Township. Such maintenance defects shall include rust, paint chipping, sign face fading, and similar defects which do not pose an immediate safety risk. The Building Official may extend the thirty (30) day timetable (until the Building Official deems conditions are suitable for repair) if temperatures below twenty-five (25) degrees Fahrenheit prevent painting, or if the defects involved are minor, not generally noticeable to the public, and not a hazard to public safety (such as replacement of burned out light bulbs).

(10) **Nonconforming Signs.**

Any sign already established by the effective date of this Ordinance which is rendered nonconforming by the provisions of this Ordinance, and any sign which is rendered nonconforming as a result of subsequent amendments hereto, shall be subject to the regulations concerning nonconforming signs as follows:

- (a) Any sign which advertises a use no longer being conducted, or a product no longer being manufactured or sold on the property, shall be considered nonconforming. Such signs shall be taken down and removed by the owner, agent or person having the beneficial use of the building, structure or land within one (1) month from the date of written notice from the Township.

However, where such a sign structure and frame are typically reused by the current occupant or business in leased or rented buildings, the building owner shall not be required to remove the sign structure and frame in the interim periods when the building is not occupied, provided that the sign structure and frame are maintained in accordance with this chapter and other relevant Township ordinances and codes.

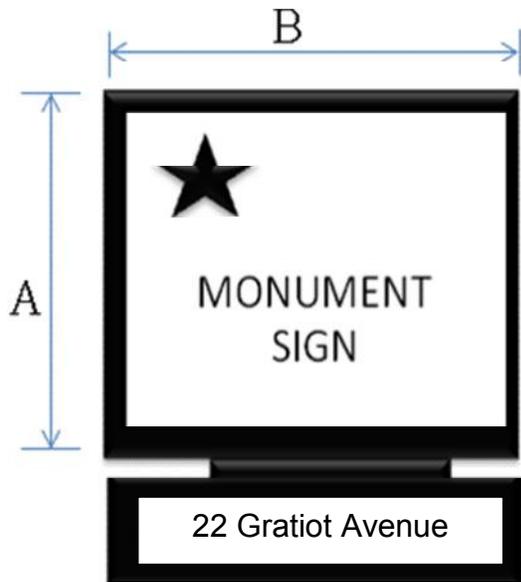
- (b) Any sign which is a conforming sign as to use and advertises a bona-fide business or industry being conducted or a product being manufactured or sold on the property, but is nonconforming as to size, projection, location, number of signs, position, material or construction, shall be taken down, removed, repaired, rebuilt or replaced, in such a manner as to bring the sign into compliance, by the owner, agent or person having the beneficial use of the building, structure or land within five (5) years from the adoption of this Ordinance.

(11) **Removal of Signs.**

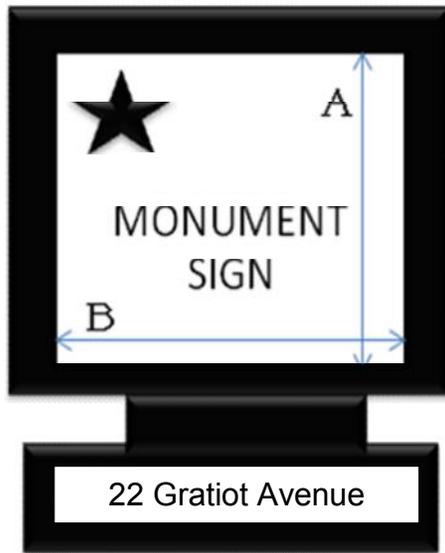
Whenever a sign is removed, or is required to be removed, by this Ordinance or by order of the Building Official, the entire sign structure, including fastenings and anchorages, shall be removed.

Section 7.00 MEASUREMENT OF SIGN AREA.

- (1) Sign area, unless otherwise noted herein, shall include the total area within any circle, triangle, rectangle, or other geometric shape or envelope enclosing the extreme limits of writing, representation, emblem, logo, graphic or any similar figure or element of the sign, together with any frame or other material forming an integral part of the display, if any, or used to differentiate such sign from the background against which it is placed.
 - (a) In the case of a wall sign in which there is no frame or other material forming an integral part of the display or used to differentiate such sign from the background against which it is placed, the envelope shall be around the full perimeter of any grouping of letters, logos, emblems, figures, pictures, etc.
 - (b) In the case of an awning or canopy sign, where there is no design or envelope forming an integral part of the display which differentiates the sign from the background of the awning material or color, the envelope shall be around the full perimeter of any grouping of letters, logos, emblems, figures, stripes, etc. Transparent or translucent awnings or canopies which have internal lighting, the entire surface of the awning or canopy shall be considered as the sign.
 - (c) For a single-faced sign, the area shall be computed as the total exposed exterior surface in square feet.
 - (d) The area of a double-faced freestanding sign shall be computed using only one face of the sign, provided that the outline and dimensions of both faces are identical and that the faces are back-to-back so that only one face is visible at any given location. In all other cases, the sum of both faces shall be computed for the sign area.



Area=A x B, if Building Official determines framing is not a decorative architectural feature.



Area=A x B, if Building Official determines framing is a decorative architectural feature.

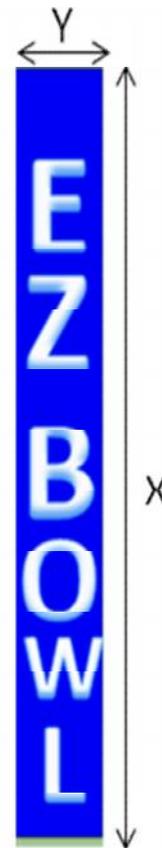
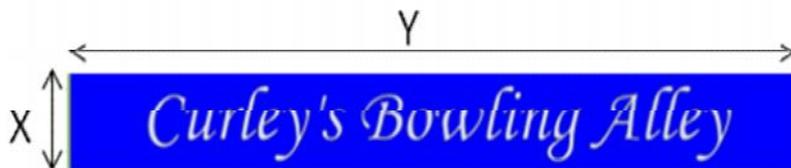
SIGN AREA MEASUREMENTS
MONUMENT & SIMILAR SIGNS



Area— Outline for Channel Letters If Building Official determines framing is a decorative architectural feature.

Wall Signs

Width to Length and Length to Width Ratio

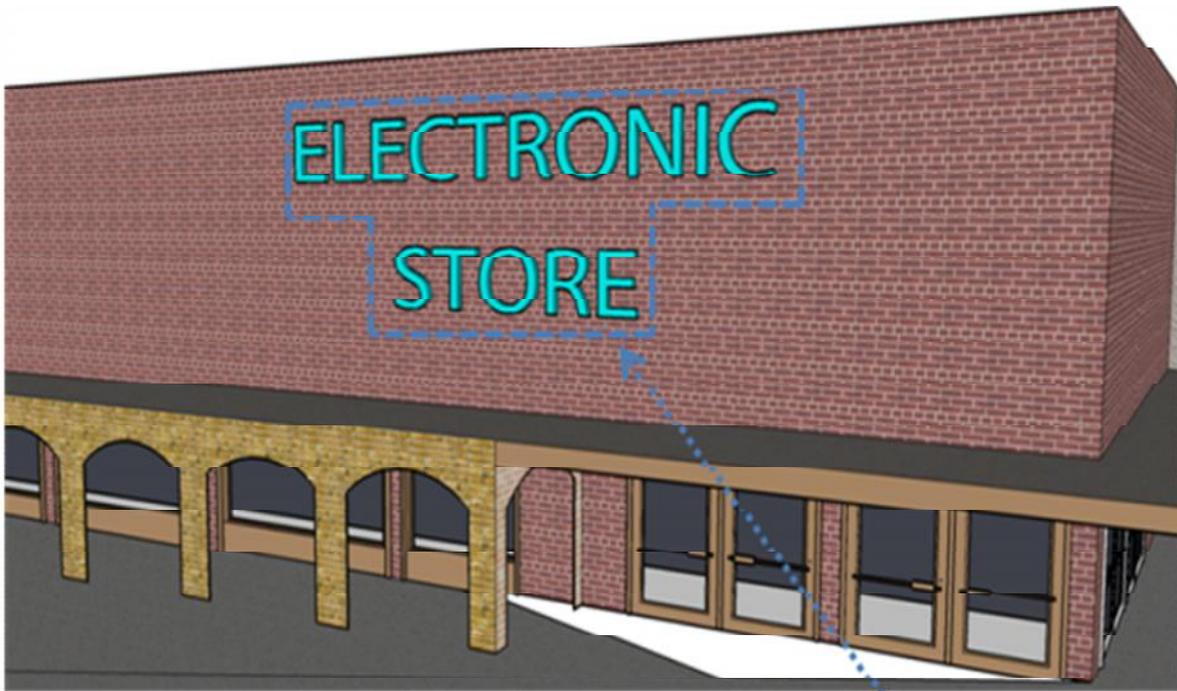


X:Y Shall Not Exceed 1:8
 Y:X Shall Not Exceed 1:8
 (Example, If X=2, Then Y cannot exceed 16)



Wall Sign Area Measurement Examples





Wall Sign Area Measurement Examples



Architectural Pattern is Modified to Attract Attention to Sign

Section 8.00 DEFINITIONS.

Accessory Sign - A sign which is accessory to the principal use of the premises. A sign which directly relates to the business activity or service conducted on the premises upon which the sign is placed.

Alter - A change to the physical component of the sign, including but not limited to the structural size, height or width of the sign. Such definition shall not include resurfacing the face of an existing sign with a new sign face of equal size and shape.

A-Frame - A temporary sign with two panels attached at the top with hinges.

Awning - A metal, wooden, fiberglass, canvas, or other fabric cover fastened to a building, which extends over a porch, patio, deck, balcony, window, door or open space.

Awning Sign - An accessory sign that is printed on, or otherwise affixed to, an awning.

Balloon Sign - One or more balloons, or any other air-filled or gas-filled object used as a sign or as a means of directing attention to any business or profession, or to a commodity or service sold, offered or manufactured, or to any entertainment.

Banner Sign - A sign or display constructed of paper, plastic or fabric of any kind, intended to be hung, either with or without frames.

Billboard Sign - An off-site or non-accessory outdoor sign which advertises a business use or service not conducted on the premises upon which the sign is placed. Billboard structures are generally leased or rented and designed with changeable copy.

Building Official - The Building and Zoning Enforcement Administrator of Lenox Township, or other deputies authorized by the Township to enforce this Ordinance.

Canopy - A roof-like structure providing shelter to a public access area, which is either freestanding or is projecting from a building and is supported by structural members. A canopy may be constructed of metal, wood, or any approved fire-retardant material, such as cloth, canvas, fabric, plastic, or any light flexible material which is attached to or constructed on a frame or building.

Canopy Sign - An accessory sign that is printed on or otherwise affixed to a canopy.

Changeable Copy Sign - A portion of a pylon or monument sign that allows for manually interchangeable letters and messages or uses light emitting diodes (LED) to electronically change the image or message displayed on the message board no more frequently than once every 60 seconds.

Directional Sign - A sign not utilized for advertising purposes, but used to direct vehicular or pedestrian traffic to parking areas, loading areas, or to portions of a building.

Flag - A rectangular piece of fabric fastened to a pole on one end and free on the other. A series of flags on a single pole or pole string, or similar type of mount, shall be considered a pennant.

Flashing, Animated Or Moving Sign - A sign that intermittently reflects lights from either an artificial source or from the sun; a sign which has movement of any illumination such as intermittent, flashing or varying intensity or a sign that has any visible portions in motion, either constantly or at intervals, which motion may be caused either by artificial or natural sources. An electronic changeable copy sign meeting the requirements of this Ordinance shall not be considered a flashing, animated or moving sign.

Freestanding Sign - A sign permanently attached to the ground by poles or braces and not attached to any building.

Identification Sign or Nameplate - An accessory wall-mounted sign which displays only the name of a person or firm.

Monument or Ground Sign - A freestanding accessory sign which is permanently fastened to the ground by upright(s), brace(s) or similar object(s), and which is not attached to a building or structure. Any on-site, accessory, permanent and freestanding sign with two (2') foot or less of clearance between the bottom of the sign and the established grade shall be a monument sign.

Off-Site Signs - A sign which is not accessory to the principal use of the premises. Any card, cloth, paper, metal, painted glass, wood, plastic, stone, or other object of any kind or character whatsoever, placed for non-accessory advertising purposes on the ground or on any tree, wall, bush, rock, post, fence, building, structure or thing whatsoever. The term "placed" as used in this definition shall include erecting, constructing, posting, painting, printing, tacking, nailing, gluing, sticking, carving or other fastening, affixing, or making visible in any manner whatsoever to the public.

Pennant Sign - A sign or display consisting of long, narrow, usually triangular flags.

Permanent Sign - Any sign which is not temporary or portable based on the requirements and definitions cited in this Ordinance.

Political Sign - A sign relating to the election of a person or persons to public office, or relating to a political party or a political issue, or relating to a matter to be voted upon at an election.

Portable Sign - A sign which is not permanently fastened to a building, structure, or to the ground.

Projecting Sign - A sign which is permanently fastened to the surface of a wall in such a way that the sign face is perpendicular to the surface of the wall. The sign face shall consist of two (2) sides, mounted flush back-to-back.

Pylon Sign - A freestanding accessory sign which is permanently fastened to the ground by upright(s), brace(s) or similar object(s), and which is not attached to a building or structure. Any on-site, accessory, permanent and freestanding sign with more than two (2') foot of clearance between the bottom of the sign and the established grade shall be a pylon sign.

Real Estate Sign - An accessory sign which advertises the particular property upon which it is placed for sale, rent or lease.

Real Estate Development Sign - A freestanding accessory sign informing when a subdivision or other real estate development will commence construction or when it will be available for sale, use or occupancy.

Resurface - The replacement or restoration of a previously approved sign which does not include alteration to the existing structure or brackets.

Sign - Any use of words, numbers, figures, devices, designs, logos, trademarks, letters, characters, marks, points, planes, posters, pictorials, pictures, strokes, stripes, lines, reading matter, illuminating devices or paint visible to the general public and designed to inform or attract the attention of persons, including the structure upon which such words, numbers, figures, devices, designs, logos, trademarks, letters, characters, marks, points, planes, posters, pictorials, pictures, strokes, stripes, lines, reading matter, illuminating devices or paint are or may be printed or affixed.

Sign Height - The vertical distance from the uppermost portion of a sign or sign structure to the grade at the base of the sign.

Site - All land in a development which is necessary or indicated as part of the development proposal to meet parking requirements, setback requirements, landscape requirements, drainage requirements (i.e., retention or detention basin), and lot coverage requirements.

Subdivision Entrance Sign - A sign depicting the name of a residential, office/service, commercial, or industrial subdivision, and which sign is located at the entrance to said subdivision.

Temporary Sign - An accessory sign that is intended to be displayed for a short amount of time as regulated herein, including A-frame, banners, pennants, or any other sign that is not permanently affixed to a building face or to a pole, pylon, or other support that is permanently anchored to the ground.

Trailer Sign - A sign mounted on, or a part of, a trailer or wheeled vehicle.

Vehicle Business Sign - A vehicle upon which a sign is painted or attached and is parked upon a premises for the intent of advertising. Vehicle business signs shall not include licensed commercial vehicles regularly used to transport persons or property for the operation of the business, but shall include trucks with signs painted or attached that are parked in areas not designed or approved for truck parking, loading or unloading.

Wall Sign - An accessory sign permanently fastened to a building or structure, or a sign attached to, or placed flat against the exterior wall surface of any building, no portion of which projects more than twelve (12") inches from the wall.

Window Sign - A sign which is affixed, attached, painted or otherwise placed on or adjacent to the interior of a window in such a manner as to be readily visible from the exterior of the building.

Section 9.00 APPEALS PROCEDURE.

Any party who had a sign denied by the Building Official or a sign permit denied by the Building Department may seek a variance of the provision(s) of this Ordinance by filing an appeal application to the Lenox Township Zoning Board of Appeals. Such a variance request must be applied for within thirty (30) days of such denial.

- (1) At the hearing for a variance, the Zoning Board of Appeals may grant a variance from the provisions of this Ordinance upon a finding of all of the following:
 - (a) The particular physical surroundings, lot shape or topographical conditions of the property would render compliance with the provisions of this Ordinance difficult and would likely result in a particular practical difficulty on the owner, as distinguished from inconvenience of meeting the Ordinance requirements or a desire to increase financial gain or avoid the financial expense of compliance.
 - (b) Strict enforcement of the provisions of this Ordinance would serve no useful purpose.
 - (c) The type of sign structure and the location proposed would not pose a significant risk to the public health, safety and welfare.
 - (d) The benefit of the sign to the general public and/or applicant under the circumstances outweighs any risk to traffic safety and the Township's desire to eliminate the accumulation of visual clutter in accordance with the stated purpose of this Ordinance.
 - (e) A variance would be in the interest of the Township and not against the spirit and intent of this Ordinance.
- (2) In issuing a variance from the strict letter of the provisions of this Ordinance, the Zoning Board of Appeals may grant a variance of any sign requirement or place reasonable conditions or restrictions upon issuance of a permit.

Section 10.00 VIOLATIONS; FINES AND SANCTIONS.

The violation of this Ordinance constitutes a misdemeanor punishable by a fine of up to \$250 and/or jail of up to 30 days or both. Each day that a violation exists shall constitute a separate misdemeanor.

Section 11.00 SEVERABILITY.

If any section, paragraph, clause or provision of this Ordinance is, for any reason, held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 12.00 REPEAL OF CONFLICTING PROVISIONS.

All Resolutions, Ordinances or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, repealed.

Section 13.00 PUBLICATION.

This Ordinance, or a summary thereof, shall be twice published in a newspaper of general circulation in the Lenox Township, within thirty (30) days after its adoption.

Section 14.00 EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall take effect seven (7) days from and after the second publication of a true copy, as provided by Section 13.

Lenox Township Sign Ordinance

User Guide

The following outline is intended to assist applicants in preparing a sign application consistent with the requirements of the Lenox Township Sign Ordinance. Please contact the Township for assistance only after reading and following the directions set forth herein.

Step 1:

Obtain an application package and copy of the Lenox Township Sign Ordinance from the Lenox Township Building Department. Fill out the application. **Complete all of the required information on the application**. Incomplete applications will not be accepted by the Township.

Prior to submitting the application, ensure that the sign package contains **all of the submission requirements of Section 3.00** of the Lenox Township Sign Ordinance. Incomplete sign packages will not be reviewed by the Building Official.

Step 2:

Determine the zoning district in which the sign(s) are proposed to be placed. Refer to Section 4.00 to determine what types of signs and how many signs may be placed on the site within that zoning district. Please determine the applicability of each type of sign with regard to the specific use on the site.

Step 3:

Specific size, height, clearance and other requirements for the types of signs permitted is located in Section 5.00. In some cases, criteria for the location of a specific sign type may be included in this section. Please refer to Section 8.00, "Definitions", to identify and differentiate the various types of signs.

Step 4:

Section 6.00 identifies various requirements regarding sign location, illumination, dimensions, and landscaping. **IMPORTANT:** Please note the requirements for addresses on signs and buildings.

Make sure that your sign is not exempt from certain requirements and make sure that the sign you are proposing is not prohibited from being located within the Township. Sections 6.00(1) and 6.00(2) list such exemptions and prohibitions.