

## DEFINITIONS

- ▶ A sign is any device designed to inform or attract the attention of persons not on the premises on which the sign is located
- ▶ A building sign is any sign that is attached to or erected against the wall or painted on the surface of the wall or building, with the exposed face of the sign in a plane parallel with a plane of said wall.
- ▶ A directory sign is any sign containing the name of a building, complex or center and two or more identification signs or panels of the same size, color and general design, limited to one identification sign per occupant.

## SIGN AREA ALLOWED

- ▶ One square foot (1 sq ft) of sign area may be erected for every lineal foot of a building frontage that has a setback of two hundred and fifty feet (250') or less from the lot line.
- ▶ One and one half square foot (1 1/2 ft) of sign area may be erected for every lineal foot of build frontage that has a setback between two hundred and fifty feet (250') and five hundred feet (500').
- ▶ Two square feet (2 sq ft) of sign may be erected per lineal foot of building frontage that has a setback of greater than five hundred feet (500')

## NUMBER OF SIGNS ALLOWED

- ▶ A maximum of two signs will be allowed per business with a maximum of one (1) sign per wall.



## PERMITS

- ▶ A permit is required by the City of Waukee before the erection, construction, alteration, placing or locating of any sign.
- ▶ The price of a sign permit is \$15.00 base + \$0.25 per square foot of permanent signs.

## PROCESS

- ▶ Obtain and fill out a permit application from the Development Services Department located at Waukee City Hall or online at: [www.waukee.org/buildpermits.html](http://www.waukee.org/buildpermits.html)
- ▶ Submit a completed application with a copy of plans and specifications; including details of size, location, and proposed materials.
- ▶ After an application and all required information has been submitted, the Department has up to 12 days to review the application; excluding Sundays and holidays. You will be notified by telephone of approval and any remaining permit fees.
- ▶ Once the permit has been approved and paid for, you may begin your project.

## CONTACT INFO:

WAUKEE DEVELOPMENT SERVICES DEPARTMENT

230 W. HICKMAN ROAD

WAUKEE, IA 50263

PHONE: (515) 978-9533

FAX: (515) 987-1845

[www.waukee.org/developmentservices.html](http://www.waukee.org/developmentservices.html)



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# FASCIA/WALL SIGN PERMITS CONTINUED

## MULTIPLE TENANT FASCIA/WALL SIGNS (HORIZONTAL)

- ▶ One square foot (1 sq ft) of sign area may be erected for every lineal foot of tenant frontage measured from demising wall to demising wall, that has a set back of less than two hundred and fifty feet (250') (See figure 1.1 to the right)
- ▶ One and one half square foot (1 1/2 ft) of sign area may be erected for every lineal foot of tenant frontage measured from demising wall to demising wall, that has a setback between two hundred and fifty feet (250') and five hundred feet (500').
- ▶ Two square feet (2 sq ft) of sign may be erected per lineal foot of tenant frontage measured from demising wall to demising wall, that has a setback of greater than five hundred feet (500')

## MULTIPLE TENANT FASCIA/WALL SIGNS (VERTICAL)

- ▶ One square foot (1 sq ft) of sign area may be erected for every lineal foot of building frontage, that has a set back of less than two hundred and fifty feet (250') (See Figure 1.2 to the right)
- ▶ One and one half square foot (1 1/2 ft) of sign area may be erected for every lineal foot of building frontage, that has a setback between two hundred and fifty feet (250') and five hundred feet (500').
- ▶ Two square feet (2 sq ft) of sign may be erected per lineal foot of building frontage, that has a setback of greater than five hundred feet (500')

## PROHIBITED SIGNS

- ▶ Obsolete Signs: Signs that advertise an activity, business, product or service no longer conducted on the premises on which the sign is located.
- ▶ Banners, Balloons, Posters, ect.: Signs which contain or consist of banners, balloons, posters, pennants, ribbons, streamers, spinners or other similarly moving devices, except as specifically permitted elsewhere in this ordinance.
- ▶ Portable Signs: Commercial signs that are not permanently anchored or secured to either a building or the ground.
- ▶ Off Premise Signs on Public Property: Off premises signs located on public property that is being used for public purpose except as specifically provided elsewhere in this ordinance.
- ▶ Off Premise Signs: Signs advertising a use not conducted upon the lot where the sign is located
- ▶ Flashing, Blinking, or Rotating Signs: No flashing, blinking or rotation lights shall be permitted for either permanent or temporary signs, except time and temperature signs, brief public announcement signs and as specifically provided elsewhere in this ordinance.
- ▶ Moving Signs: No sign shall be permitted any part of which moves by any mechanical or electronic means except as specifically provided elsewhere in this ordinance.
- ▶ Painted Wall Signs: Off-premise signs painted on building walls for commercial uses
- ▶ Projection Signs: Signs as defined in Section 305-4(X) except specifically proved elsewhere in this ordinance
- ▶ Pole Signs: Except as specifically permitted, no pole sign shall be permitted within the City of Waukee
- ▶ Vehicle Signs: Any vehicle sign, not normally used in the day to day operations of business, parked in such a way to draw attention of people from a public place or street.