



City of Hillsboro, Ohio

Drew Hastings, Mayor

Todd Wilkin, Safety & Service Director

AWNING PERMIT

No. _____

BUSINESS INFORMATION

Business Owner _____

Owner/s Address _____

Address _____

Phone _____ or _____

Primary Key _____

Holder _____ Phone _____

Secondary Key _____

Holder _____ Phone _____

PROPOSED AWNING INFORMATION

Linear feet of store front (width) _____ x 1.5= _____

Awning Height _____ x Awning Length _____ = _____

Will this awning have an advertisement? If so, how many? _____

INSTALLER'S INFORMATION

Name of Installer _____ Phone _____

Address _____

Applicants Signature

City Representative

Approval of Sign Committee

CHAPTER 153: SIGNS

Section

- [153.01](#) Definitions
- [153.02](#) Permit required; fee
- [153.03](#) Signs in residential districts
- [153.04](#) Business, commercial, and industrial area signs
- [153.05](#) Temporary signs
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[153.99](#) Penalty

Exhibit: Figure A

§ 153.01 DEFINITIONS.

(A) For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BILLBOARD. Any sign, signboard, or framework for the support of the sign, used in the business of outdoor advertising, greater than 20 square feet in area, as distinguished from a sign or signboard for the purposes of identifying the proprietor of the business or the nature or the principal conduct of a business conducted on the premises on which the sign is erected and being less than 20 square feet in area.

FASCIA SIGN. Any sign placed flush with a wall that does not project or extend more than one foot from the wall.

FLASHING SIGN OR SIGN COMPONENTS. “Flashing” shall include the digital or pixilated representation of colors or lights on all or part of a sign display, whether by moving banner, moving scenes, or revolving images, in addition to flashing lights, strobes or similar components, which are a part of the sign display, whether or not touching or illuminating the main regulated advertising display.

MARQUEE SIGN. Any sign which is placed on a marquee.

MOBILE BILLBOARD. An advertising display that is attached to a mobile vehicle, trailer, device or bicycle, that carries, pulls or transports a sign or billboard for the primary purpose of advertising. Exempt from this definition are advertising signs that are painted directly upon or are permanently affixed to the body of a motor vehicle for the purpose of decoration, identification or display so long as they do not extend beyond the overall length, width or height of the vehicle.

MONUMENT SIGN. Any sign engraved, stamped or painted upon a solid slab of rock or concrete of sufficient thickness to provide its own support, or a solid plate of metal of one-fourth inch thickness or more.

PROJECTING SIGN AND YARD-ARM SIGNS. Any sign which is supported from a wall and extends more than one foot from the wall - not to exceed six-feet in height.

PYLON SIGN. Any sign which is self-supported from a ground pole.

TEMPORARY PORTABLE SIGNAGE. Any movable sign not permanently attached to the ground or a building and easily removable using ordinary hand tools; any sign intended to be displayed for a limited period of time and capable of being viewed from any public right-of-way, parking area or neighboring property. Any other portable sign not explicitly defined and regulated is prohibited. Such signage may be lighted but may not be flashing, and must be set back off the right-of-way at a distance

sufficient to avoid obstructing vision of traffic and sufficient to be unaffected by the turbulence of passing traffic. Such signs are not permitted in the uptown business district.

(B) All signs shall observe all setbacks as required by this chapter or by the location of a dwelling or other structures in the district in which the signs are proposed or placed. The ***RIGHT-OF- WAY EDGE LINE*** as used in this chapter shall be considered a minimum of 40 feet from the centerline of the roadway unless a properly recorded survey plat identifies the exact location of the right-of- way. (Ord. 1975-15, passed 12-1-75; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

📖 § 153.02 PERMIT REQUIRED; FEE.

A permit shall be obtained by the erector or proprietor of any sign for the erection or construction of any sign permitted by this chapter, with the exception of temporary signs as described in § [153.05](#). The application for permits shall be on a form provided by the Safety and Service Director, and shall state the approximate location, dimensions, and nature of the business or activity for the sign. The construction and erection of any permanent signs shall be subject to the approval of the Safety and Service Director with regard to the safety of the public. A fee shall be charged for the permit, as set forth in the chart below. All fees collected shall be immediately paid into the General Fund of the city.

Fascia sign	\$100.00
Marquee sign	\$400.00
Projecting sign	
sided not to exceed 6 feet in height	\$200.00
sided not to exceed 6 feet in height	\$300.00
Pylon sign	
structure of pylon and 1 advertisement	\$300.00
additional signs per advertisement on pylon	\$100.00
Monument sign	\$300.00
Awning	
With no advertising	\$50.00
With advertising	\$100.00

(Ord. 1975-15, passed 12-1-75; Am. Ord. 1992-17, passed 11-2-92; Am. Ord. 2003-17, passed 2-2-04; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13) Penalty, see § [153.99](#)

📖 § 153.03 SIGNS IN RESIDENTIAL DISTRICTS.

In any residential district the following signs shall be permitted.

(A) One unlighted nameplate for each dwelling unit not more than three square feet in area indicating the name of the occupant.

(B) One sign announcing a home occupation or profession, two square feet in area, as permitted by § [155.036](#)(A)(7) and (H)(7). The sign shall not be illuminated.

(C) Signs pertaining to church activities.

(D) Signs pertaining to the lease or sale of the building on the premises on which the sign is located, as permitted by § [155.036](#)(A)(10).

(E) Signs identifying farms, estates, or buildings other than dwellings, as permitted by § [155.036](#)(A)(10).

(F) Warning signs, such as “no hunting”, “no trespassing”, “keep off grass”, “beware of dog”, or signs of similar nature, as permitted by § [155.036](#)(A)(11).

(Ord. 1975-15, passed 12-1-75; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

§ 153.04 BUSINESS, COMMERCIAL, AND INDUSTRIAL AREA SIGNS.

(A) Signs suspended or projected from any building shall not project more than 60 inches from the building. Awnings shall not be less than seven feet above the level of a sidewalk. The sign projection is subject to Design Review Board approval and the height of sign from the ground level shall be subject to permit approval.

(B) Signs lettered on the glass surface of windows or doors of the premises and pertaining to a principal use of the premises shall be permitted without limitation.

(C) Any sign permitted in a residence district shall be allowed in a commercial or business district.

(D) The size of any sign, illuminated or non-illuminated, must not exceed one and one-half square feet of sign area per one lineal foot of store frontage.

(E) One sign to a business or designated premises, such as a parking lot, is permitted. If the one permanent sign is not visible due to the drop of a seasonal canvas awning, the name of the business may be printed on the face of the canvas in addition to the permanent sign. Signs may also indicate the egress and ingress to parking lot areas for the purposes of traffic control.

(F) All signs shall be stationary with no flashing or rotating components.

(G) No sign shall be permitted to be erected on the roof of a building.

(H) All pylon signs shall be set back at least 40 feet from the traveled portion of any street or roadway. No pylon signs shall be placed or installed on any sidewalk or curb. Further, no projecting signs with a supporting brace on the curb or sidewalk shall be permitted.

(Ord. 1975-15, passed 12-1-75; Am. Ord. 2003-17, passed 2-2-04; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13) Penalty, see § [153.99](#)

§ 153.05 TEMPORARY SIGNS.

(A) Any sign announcing fairs, carnivals, festivals, socials, or similar activities shall be erected not sooner than 30 days prior to the event and removed not later than 15 days after the event.

(B) No permit shall be required for any sign described in this section.

(Ord. 1975-15, passed 12-1-75; Am. Ord. 2000-8, passed 7-3-00; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13) Penalty, see § [153.99](#)

§ 153.06 CONSTRUCTION AND REPAIR OF EXISTING SIGNS.

No sign previously erected shall be repaired, altered, or moved, nor shall any sign or substantial part thereof, which is blown down, destroyed, or removed, be re-erected, re-constructed, re-built, relocated unless it is made to comply with all applicable requirements of this chapter. This section shall not be construed to prevent the repair or restoration to a safe condition, as directed by the building regulations, of any part of an existing sign when damaged by a storm or other accidental emergency. A permit to move a sign shall be issued only if the sign is to be moved to another location on the same premises, provided that the sign shall comply with all requirements of this chapter for a new sign. If a new sign is to be moved to another location, the sign at the new location shall be considered as a new sign and a permit shall be applied for and issued accordingly. Any existing sign not erected in conformance to this chapter shall cease upon the discontinuation of the business advertised or upon expiration of the message therein conveyed.

(Ord. 1975-15, passed 12-1-75; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13) Penalty, see § [153.99](#)

§ 153.07 UNSAFE AND UNLAWFUL SIGNS.

(A) When any sign becomes insecure, in danger of falling, or otherwise unsafe, or if any sign shall be unlawfully installed, erected, or maintained in violation of any of the provisions of this chapter, the owner of the sign, or the person or firm maintaining the sign shall, on written notice of the Safety and Service Director, forthwith in the case of immediate danger, and in any case within not more than ten days, make the sign conform to the provisions of this chapter or remove the sign.

(B) The Safety and Service Director shall notify the owner or lessee of the building or structure by registered mail or by personal service, whenever a sign is so erected as to obstruct free ingress to or egress from a required door, window, fire escape, or other required exit way. The obstruction shall be forthwith removed. The Safety and Service Director shall also notify the owner, lessee, or occupant, of any sign placed on a city right-of-way which shall constitute a visual obstruction to traffic thereby creating a traffic hazard, and the sign shall be removed forthwith.

(C) A projecting display sign erected at other than right angles to the wall of the building or structure outside the building line which extends above the roof cornice or parapet wall and which obstructs access to the roof is deemed unlawful. The signs shall be re-constructed or removed as required. No sign shall be permitted to project beyond the public alley lot lines.

(D) Any sign which is still in existence after the business is no longer at that location shall be removed by the owner of the premises. The removal shall take place within 75 days from the date of close of business at that location.

(E) No signs of any description whatsoever shall be placed on or affixed to any utility pole by any means, or placed on or affixed to trees within 25 feet of the curb or street edge; and no billboard signs shall be erected or maintained within the city limits.

(Ord. 1975-15, passed 12-1-75; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13) Penalty, see § [153.99](#)

§ 153.08 PLACEMENT OF CIVIC SIGNS.

(A) The Safety and Service Director shall establish locations at the corporation limits at each state or U.S. route for the placement of signs furnished by civic organizations and approved by the Sign Committee of Council.

(B) The Director shall charge a fee of \$10 per year per organization for sign space, and shall provide for installation and removal of such signs.

(C) In the event an organization fails to pay the required fee or fails to maintain the appearance of a sign, the Safety and Service Director shall remove and discard the sign. The determination of the failure to maintain the appearance of a sign shall be at the discretion of the Director, subject to appeal to Council.

(Ord. 1986-12, passed 9-16-86; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

§ 153.09 [RESERVED]

§ 153.10 SUMMARY APPROVAL OF CERTAIN SIGN PERMITS.

The Safety and Service Director is hereby authorized and directed to approve any application for a sign permit meeting current ordinance guidelines and the requirements of the Design Review Board, where applicable. Council shall be informed of policies in this regard, not to exceed the limitations of R.C. § 731.05.

(Ord. 1997-5, passed 4-7-97; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

Cross-reference:

Design Review Board requirements, see §§ [155.069](#) through [155.072](#)

§ 153.11 FLASHING SIGNS PROHIBITED.

(A) No person shall place and property owner shall permit the operation of any sign with components that flash, rotate, crawl or digitally crawl, or shift colors or brightness within the city regardless of whether the sign is permanent or temporary located within the City limits.

(B) Whoever violates this section is guilty of a minor misdemeanor. Each day of violation constitutes a separate violation.

(Ord. 1998-4, passed 4-6-98; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

§ 153.12 ANNEXATIONS TO CONFORM.

No approval shall be given lands petitioned to be annexed into the city unless the property owners shall conform the signs erected thereon to Chapter 153 of the City Code as if all such signs were to be newly erected within the city.

(Ord. 1998-12, passed 6-1-98; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

§ 153.13 PROHIBIT SIGNS IN THE RIGHT-OF-WAY.

No sign shall be placed in the right-of-way of the city streets by any person, firm or corporation, unless authorized by the Safety and Service Director. The city shall not be liable for the cost, replacement or damage to, or caused by, any sign placed in the right-of-way not in compliance with this section. A violation of this section shall not be a criminal offense.

(Ord. 2002-9, passed 6-3-02; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

§ 153.99 PENALTY.

(A) Whoever is convicted of violation of any section of this chapter for which another penalty is not provided, shall be guilty of an unclassified misdemeanor and penalized accordingly. Each day during which the violation occurs shall be deemed to be, and may be treated as, a separate violation.

(B) Persons who shall be deemed to be in violation of this chapter and who may be charged jointly and severally, shall be the manager, owner, operator, franchise, or franchisor of any commercial enterprise; the owner or owners of the property on which a violating sign shall be erected or placed; and, in the case of political signs, the candidate or the person whose name is placed on the sign as required by state or federal law, whether such a person is a natural person, a partnership, a corporation, an association, or a campaign or other committee.

(Am. Ord. 2003-17, passed 2-2-04; Am. Ord. 2008-22, passed 12-8-08; Am. Ord. 2013-7, passed 8-12-13; Am. Ord. 2013-11, passed 10-15-13)

Cross-references:

Awnings, see § [96.24](#)

Signs and posts, see § [96.25](#)

Projections into public ways, see § [96.26](#)

Exhibit - **Figure A**