

SIGN PERMIT APPROVAL GUIDE

APPLICATION CHECKLIST:

1. Scale drawing of proposed sign and exact location on lot
2. Lighting and construction design
3. \$50 application fee (cash ,check or M/O only)
4. Sign Permit Worksheet

PROCEDURE:

1. The administrative official will be charged with review of all sign permit applications based upon the provisions of the code and the other applicable regulations. **See below for additional regulation information.**
2. The administrative official shall have 10 business days from receipt of the application to approve or deny the sign permit application. If the administrative official fails to render a decision within 10 business days, the applicant shall be issued a permit for the sign immediately. If denied approval, the applicant shall receive a written explanation of denial.
3. If denied, the applicant may appeal said denial to the Board of Adjustment.
4. Permits for any sign not erected within 6 months of date of issuance shall become void.
5. Any person, firm, or corporation who fails to obtain a sign permit shall be fined not more than \$100.00 for each offense. Each day that such violation continues shall constitute a separate offense.

ADDITIONAL SIGN PERMIT INFORMATION

The following signs are exempted from the sign permit requirements but must comply with all other requirements of this title:

- Memorial signs and building markers
- Election campaign signs
- Signs that are painted on or affixed to glass surfaces of windows or doors and that pertain to the lawful business of the persons located within the building
- Signs advertising the sale of real property
- Banners shall be exempt when used to announce a specific event, provided they are not placed more than 30 days prior to the event and they are removed within 72 hours following the event

The following signs are prohibited within the city limits:

- Unsafe sign
- Traffic hazard signs
- Abandoned signs
- Signs within the public right-of-way
- Roof signs
- Signs painted on or attached to trees, rocks, other natural formations, fence posts, utility poles, or roofs
- Billboards
- Signs on public property, except as authorized by the City of Brookland or other governmental institutions
- Off-premise signs

The following are exempted from these sign regulations:

- The message and content of signs
- Product dispensers
- Scoreboards and other signs acknowledging sponsors on athletic fields
- Flags of any nations, government, or non-commercial organization
- Gravestones
- Barber poles
- Religious symbols
- Display of street address numbers
- Any display or construction not defined as a sign
- Decorations which are seasonal, clearly incidental and customarily associated with any national, local, or religious observance
- Utility location/identification signs

The following shall apply to all signs in the city unless otherwise provided:

- No sign shall be erected which prevents free ingress and egress from any driveway, parking lot, or structure door, window, or fire escape. No sign of any kind will be attached to any part of a fire escape or building standpipe.
- On any corner lot no sign shall be erected in a way that prevents vision of the roadway between a height of 2 feet and 10 feet within 25 feet along the property line from the property corner.
- No sign shall be placed in any position or in such a manner as to obstruct the vision of the motoring or pedestrian public. This requirement supersedes all other setback and coverage regulations.
- No sign shall interfere with the safe operation of all utilities by being placed within 5 feet of a utility easement or designated utility zone.
- All signs and sign structures shall conform to the applicable building standards adopted by the City of Brookland. All electrified sign installers and maintenance operators shall be required to submit proof of licensure pursuant to Arkansas State Law

For regulations of signs allowed by zoning district, see **Section 10.08.0 in the *City of Brookland Zoning Code***

City of Brookland
613 Holman St.
Brookland, AR 72417
PHONE: 870-935-0538

SIGN PERMIT APPLICATION

Property Owner
Name/Signature: _____

Spouse
Name/Signature: _____

Sign Location Address: _____

Development Description: _____

Physical Description of Sign: _____

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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Property Owner Signature

Property Owner Mailing Address	City	State	Zip
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Phone: _____

CITY OF BROOKLAND, ARKANSAS
DEPARTMENT OF PERMIT & INSPECTIONS
613 HOLMAN BROOKLAND, ARKANSAS 72417
Phone 870-935-0538 Fax 870-933-8814
Inspector's Cell 870-530-8077
Sign Permit Worksheet

Checklist for Sign Application

_____ scale drawing of the sign showing exact location on lot, lighting and construction design. *
_____ \$50 application fee(cash, check or Money Order only) _____ Sign Permit Application filled out*
_____ Sign Permit Worksheet filled out *

Date: _____

*Property Address: _____

Subdivision: _____ Lot Number: _____

*Zoning District: _____ Downtown Commercial District (C-1) _____ General Commercial (C-2) and Industrial (I-1)
_____ All Residential and Agricultural Zones (R-1, R-2, R-3, R-MH, A-1)

Written Description: _____

*Sign Type: _____ Wall Mounted _____ Ground Mounted _____ Projecting _____ Pole _____ Temporary
_____ Construction

* Structure: _____ Single Occupancy Structure _____ Multiple Tenant Structure

*Total Area Of One Face Of The Sign _____ Maximum Area of C-2 & I-1 single tenant free standing sign is 100 Sq Ft.

Maximum Area of C-2 & I-1 Multiple Tenant Free-Standing Directory Sign is 200 Sq. Ft.

Feet of Public Street Frontage, Along Where Sign Is Placed _____ (Only C-2 & I-1)

(Only C-2 & I-1) Single Tenant 1 Sq. Ft. Area per 4 Linear Ft. Street Frontage. Multiple Tenant 1 Sq. Ft. Area per 3 Linear Ft.

Street Frontage. (Ground Mounted Signs shall be allowed to increase the maximum allowable area by 30% per Street Frontage, Single & Multiple Tenant)

* _____ Height (Maximum above ground) * _____ Clearance(Minimum from ground) (If applicable)

* _____ Setback: All free-standing sign shall be setback at least 15 feet from the projected edge of the public right-of-way on the Master Street Plan, whichever is greater. Ground-Mounted Signs may be 5 feet closer to the street or as may be directed by the Arkansas State Highway and Transportation Department.

Design Professional: _____

Address: _____

Phone#: _____ Fax#: _____

Email: _____ State Lic.#: _____

Job Site Contact: _____ Phone#: _____

Applicant _____ * Date Submitted _____

Section 10.02.0. (C) Sign erection deadline: Permit for any sign not erected within six (6) months of date of issuance shall be void

Items marked(*) are required

10.08.2 Downtown Commercial District (C-1)

Wall Signs

Area _____ (Maximum 10% of Total Square Footage of the wall on which sign is placed.)
(Maximum 75 Sq. Ft. on Single Tenant Structure, Maximum total Sq. Footage for all signs on Single occupancy Structure shall be 75 square feet per wall)

The maximum size for a wall sign on a multiple tenant structure shall be 75 square feet. The maximum total square feet for all wall signs on a multiple tenant structure shall be 75 square feet for each occupant or 10% of the total square footage of the exterior wall of the occupant's space, whichever is less.

Maximum height 36 Feet

Projecting Signs (No more than 6 feet from the building façade)

One per business allowed Area _____ (Maximum size 10 Sq. Ft.)

Height _____ (Clearance from ground at least 8 Feet)

Temporary Signs

One per business with 30 day permit (renewable for a total of 60 days per year)

Area _____ (Maximum area is 55 Sq. Ft.)

Height _____ (Maximum is 36 Feet)

Free-standing signs are prohibited in the C-1 Central Business District

Section 11.08.3 General Commercial (C-2) and Industrial (I-1)

Wall Signs

Area _____ (Maximum 10% of Total Square Footage of the wall on which sign is placed.)
(Maximum 75 Sq. Ft. on Single Tenant Structure, Maximum total Sq. Footage for all signs on Single occupancy Structure shall be 75 square feet per wall)

The maximum size for a wall sign on a multiple tenant structure shall be 75 square feet. The maximum total square feet for all wall signs on a multiple tenant structure shall be 75 square feet for each occupant or 10% of the total square footage of the exterior wall of the occupant's space, whichever is less.

Height _____ (36 Feet Maximum)

Projecting Signs (No more than 6 feet from the building façade)

One per business allowed Area _____ (Maximum size 10 Sq. Ft.)

Height _____ (Clearance from ground at least 8 Feet)

Free-Standing Signs

One per each commercial or industrial building
(excluding directional signs of less than 4 Sq. Ft in size and less than 4 feet in height.)

Type _____ Ground Mounted _____ Pole Sign

Area _____ Single Tenant Structure (100 Sq. Ft. Maximum Pole) (130 Sq. Ft. Maximum Ground Mounted)

Linear feet of public street frontage _____

sign surface are shall not exceed one square foot for every four linear feet of public street frontage, counted from along the street where the sign will be placed. Ground-Mounted Signs shall be allowed to increase the maximum allowable area by 30%.

Area _____ Multiple Tenant Structure (directory sign 200 Sq. Ft. Max)

Linear feet of public street frontage _____

sign surface are shall not exceed one square foot for every three linear feet of public street frontage, counted from along the street where the sign will be placed. Ground-Mounted Signs shall be allowed to increase the maximum allowable area by 30%.

Height: _____ (maximum height for Poles-Signs shall be 36 feet. Ground Mounted Signs Maximum 8 Feet)

Temporary Signs

____ Number: Two temporary signs are allowed while a building or property is under construction or renovation, while the property is for sale/lease/rent, during a period of 120 days prior and 7 days after a public election authorized by the Craighead County Election Commission, or during a special sales or public event.

____ Area (Maximum area 32 square feet, per sign) Height _____ (The maximum height temporary signs is 36 feet) 5 - 6

Section 11.08.4
Residential and Agricultural Zones (R-1, R-2, R-3, R-MH, A-1)

Wall Signs.

___ Number(One wall sign is allowed per single-family dwelling.)

___ Area(The maximum size shall not exceed 4 square feet)___ Height(maximum height shall be 12 feet)

Area Identification Signs

_____ Number(maximum of two area identification signs are allowed per multi-family housing development or residential subdivision)

_____ Area (maximum size shall be 40 square feet)

_____ Height(maximum height shall be 12 feet)

_____ Setback(shall be setback at least 15 feet from the curb/edge of street or the projected edge of the public right-of-way of the Master Street Plan, whichever is greater.)

Temporary Signs.

_____ Number(Two temporary signs are allowed while a building or property is under construction or renovation, while the property is for sale/lease/rent, during a period of 120 days prior and 7 days after a public election authorized by the Craighead County Election Commission, or during a special public event)

_____ Area(Maximum area is 32 square feet, per sign.)_____ Height(maximum height is 36 feet)

Prohibited Signs

No free-standing signs, except area identification signs, illuminated signs ,Portable signs, except real estate signs

Public Places of Assembly, Educational Facilities, Places of Worship, and Governmental Facilities.

All signs permitted in C-2 Commercial Zones with a 50% reduction on maximum allowed heights and sign area.

Section 10.08.5. Special Sign Requests

Signs not covered within this Article may be approved by the Planning Commission, provide they meet the placement and construction standards of this Code and the request meets the spirit and intent of these regulations

Section 10.9.0. Content of Signs

These regulations are not intended to regulate the message or content of signs. A sign with a noncommercial message may be substituted for a sign with a commercial message wherever such signs are permitted.

Section 10.10.0. Non-Conforming Signs

All non-conforming signs in existence at the date of this ordinance shall be considered valid, except, any sign which is determined to be a safety hazard. No non-conforming signs now in existence may be replaced with a non-conforming sign.

The above information is compiled from the "Brookland Zoning Code" adopted December 14th 2020.

And can be found at : cityofbrookland.com -city government -Zoning/Planning – Zoning Code

Article X

Signs

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The worksheet is to help gather all the necessary information required.

If there are any questions or if you need assistance with the application process please contact:

Shawn Dacus

City of Brookland

Inspection Department

(870)530-8077

inspection.dept@yahoo.com