



CITY OF RUSTON

Inspection Department
318-251-8640
Fax: 318-251-8650

OFF-PREMISE SIGN PERMIT APPLICATION

***SITE PLAN MUST BE INCLUDED WITH APPLICATION**

APPLICANT/PERSON ENTITLED TO POSSESSION OF SIGN:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____
_____ CONTRACTOR'S LICENSE #: _____

PROPERTY (LAND) OWNER:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ E-Mail Address _____
Phone Number _____ Fax Number _____

ELECTRICIAN: _____

IS ELECTRICAL SIGNAGE UL LISTED AND STAMPED?: _____

DESCRIPTION OF WORK: _____

VALUATION (Labor/Materials): \$ _____

SUPPORTING INFORMATION:

LEGAL DESCRIPTION _____

CURRENT ZONING _____ PRESENT USE OF PROPERTY _____

SUBMITTAL REQUIREMENTS:

➤ Prior to the issuance of an off-premise sign permit, an applicant shall obtain and attach to the application a final site plan, signed and certified by a civil engineer licensed in Louisiana, drawn to scale and requirements to be included as provided herein, delineating the following:

- Property boundaries of proposed sign site, showing nearest intersecting street and names of owners and boundaries of parcels of land abutting the proposed site.
- Description of the property by lot number, square, and subdivision name or exact legal description of the proposed site.
- The GPS (Global Positioning System) coordinates and street address of the proposed sign structure.
- Sign location including pole(s) and sign face(s).
- Sign height as specified in Section 22-73.
- Existing off-premise signs located on the same side of the street, within one thousand (1,000) feet measured along the edge of the right-of-way.
- Existing off-premise signs located on intersecting streets within three hundred (300) feet measured in a direct line between the two signs.
- Radial distance from the property line of any occupied residences in abutting Business or Industrial Zoned properties, if within fifty (50) feet of the proposed sign structure.
- Radial distances from property boundaries where a public park, historic place or district, public library, or public university are located, if within six hundred (600) feet of the proposed sign structure.

➤ Plans indicating the scope and structural detail of the work to be done including:

- details of all connections
- guy lines
- supports
- footings
- materials to be used
- size
- height configuration
- number of sign faces

- If the sign is electric, electrical diagrams and details are required for an electrical permit. Such information shall include the name(s) of the licensed electrical installer.

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- An agreement to defend, indemnify, and hold the City harmless for all damages, demands, or expenses of every character that may in any manner be caused by the sign, sign structure, or sign installation.
- An applicant shall obtain and attach to the application the written consent for the erection of such sign of the person having the right to use and possession of the premises on which the sign is to be erected. A permit issued by the State of Louisiana for such sign shall be presented to the Building Official.
- Applicant agrees to comply with the City of Ruston's sign code and shall initial each page thereon which shall be and is a part of this permit.

- * I certify that the information contained in this application is complete and that the facts stated herein and exhibits attached hereto are true and correct.
- * I understand that the work on the subject sign must commence within six (6) months after the date of issuance.
- * If I am not the sign owner, or if the sign owner is an organization or business entity, I certify that I have been authorized to represent the owner in this application.
- * Additional information may be required.
- * All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Owner, Agent or Applicant

Date

Signature of this application authorizes City Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

Official Use Only

Official

Plans Examiner

<input type="checkbox"/> APPROVE
<input type="checkbox"/> DENY
_____ DATE

COMMENTS:

Section 22-70. Location of Off-Premise Signs

Off-Premise Signs, excluding those signs which do not require a permit, erected after the effective date of this ordinance shall be placed in accordance with the following provisions, except that the provisions of Section 22-62 shall apply.

- (a) Signs may not be placed in the following locations:
 - (1) Within any area that is not zoned B-3 General Business, B-4 Highway Business, D-1 Light Industry, D-1B Light Industry, or D-2 Heavy Industry.
 - (2) Within five hundred (500) feet, measured radially, of the property line of a public library or Louisiana Tech University property, or property zoned as Tech Village Overlay District.
 - (3) Within five hundred (500) feet, measured radially, of the property line of any historic site, district, or place (listed on the National Register of Historic Places).
 - (4) Within five hundred (500) feet, measured radially, of the property line of any public park or any residentially zoned property, except within the Highway 33 Corridor or the Interstate Highway 20 Corridor, as defined in Section 22-2.
 - (5) Within two hundred (200) feet of the property line of any public park or any residentially zoned property, when the proposed sign location is within the Highway 33 Corridor or Interstate Highway 20 Corridor, as defined in Section 22-2.
 - (6) Within 10 feet, measured radially, from the side and rear property lines of abutting property zoned as a Business or Industrial Zoning District, unless the abutting property is being used residentially, in which case, the side and rear setbacks shall be 20 feet, except within the Interstate Highway 20 Corridor, in which area there shall be no side or rear setbacks required.
 - (7) Within 20 feet, measured radially, from the side and rear property lines of abutting property zoned as a Mixed Use or Public Zoning District, except within the Interstate Highway 20 Corridor, in which area there shall be no side or rear setbacks required.
 - (8) Within thirty (30) feet, measured radially, from any public street right-of-way line to the sign’s closest point of reference, except within the Highway 33 Corridor, in which area said distance shall be fifteen (15) feet, and except within the Interstate Highway 20 Corridor, in which area there shall be no setback required.
 - (9) Located on or extended over public property, public rights-of-way, or public easements.
 - (10) Within the Highway 167 Corridor, as defined in Section 22-2.
 - (11) Mounted on a roof, wall, or building.
 - (12) Projecting over a building.
- (b) Any sign shall be located so that the minimum distance, measured from the sign’s closest point of reference, from electrical utility lines or other facilities complies with all appropriate and applicable codes and regulations including the most recently adopted edition of the International Building Code and meets at least the minimum requirements. The foregoing is intended to be minimum requirements and additional clearance may be required on a case-by-case basis. In no case shall any portion of the sign extend into or over any utility easement or right-of-way.
- (c) No sign shall be located in such a manner as to obscure, obstruct, or otherwise physically interfere with the clear or unobstructed view of an official traffic sign, signal, or device, or obstruct or physically interfere with the driver’s view of approaching, merging or intersecting traffic.

Section 22-71. Spacing of Off-Premise Signs Which Require a Permit

Off-Premise Signs which require a permit and are erected after the effective date of this ordinance shall be spaced in accordance with the following provisions, except that the provisions of Section 22-62 shall apply.

- (a) Spacing between Off-Premise Signs shall be measured between the closest extremities of the two (2) signs. When the base structure of one (1) sign is the extremity of a sign, the base structure shall be used to measure the distance to the extremity of another sign.
- (b) Spacing between off-premise signs which require a permit shall be measured only between other Off-premise signs which require a permit; distance from signs which do not require a permit is not regulated herein.
 - (1) The minimum distance between Off-Premise Signs shall be no less than one thousand (1,000) feet on the same side of the street, measured along the edge of the street.
 - (2) No Off-Premise Sign structure oriented to one (1) street shall be spaced less than three hundred (300) feet from another Off-Premise Sign structure oriented to an intersecting street measured in a direct line between the structures regardless of which side of the streets the signs are located on.

Section 22-72. Illumination of Off-Premise Signs

- (a) Illuminated Signs that indicate such customary public service as time, date, and temperature shall be allowed.
- (b) A sign may be illuminated only by a reflected or internal light source. The source of light shall be oriented or otherwise controlled to prevent glare towards any part of an existing residence, a residential area or district, or a public street or highway. Illuminated Signs shall be constructed in accordance with all applicable codes.
- (c) No revolving or rotating beam or beacon of light that simulates any emergency light device shall be permitted as part of any sign.

Section 22-73. Size, Height, Number of Faces, and Orientation of Off-Premise Signs

Off-Premise Signs, excluding those signs which do not require a permit, erected after the effective date of this ordinance shall conform to the following requirements.

- (a) General Requirements:
 - (1) Sign faces shall be perpendicular or at an angle no less than forty-five (45) degrees to the road upon which they front.
 - (2) No Off-Premise Sign shall be constructed in a V-shape in excess of a forty-five (45) degree angle.

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- (3) When double faced, both sides shall be of equal size and shape (except for temporary embellishment) so that no substantial portion of the back of the opposing sign shall be visible.
 - (4) Placement of an On-Premise Sign with an Off-Premise Sign or any part thereof is prohibited.
 - (5) Embellishment may be added as a temporary extension comprising ten (10) percent of the Off-Premise Sign face. The limits of the embellishment shall not extend more than five (5) feet above the sign face, two (2) feet on either side of the sign face, or one (1) foot below the sign face.
 - (6) There shall be a minimum clearance of ten (10) feet from the bottom of the sign face, excluding embellishments, to the grade of the public street to which the sign is oriented, or from the ground directly beneath the sign face, whichever is of greater height, according to the size of the sign face.
- (b) Signs within the Interstate Highway 20 Corridor:
- (1) Shall not be constructed with more than two (2) sides. Each side may contain two sign faces.
 - (2) Area of each sign face shall not exceed four hundred (400) square feet.
 - (3) Maximum sign face height shall be twenty (20) feet excluding embellishments.
 - (4) Maximum sign face length shall be fifty (50) feet excluding embellishments.
 - (5) Shall not exceed sixty (60) feet in height excluding embellishments. This distance shall be measured from the grade of the public street to which the sign is oriented to the highest point of the off-premises sign excluding embellishments.
- (c) Signs outside of the Interstate Highway 20 Corridor:
- (1) Shall not be constructed with more than two (2) sides. Each side shall contain not more than one face.
 - (2) Area of each sign face shall not exceed four hundred fifty (450) square feet.
 - (3) Maximum sign face height shall be fifteen (15) feet excluding embellishments.
 - (4) Maximum sign face length shall be thirty (30) feet excluding embellishments.
 - (5) Shall not exceed fifty (50) feet in height excluding embellishments. This distance shall be measured from the grade of the public street to which the sign is oriented to the highest point of the off-premises sign excluding embellishments.

Section 22-74. Identification Requirements for Off-Premise Signs

Every Off-Premise Sign which requires a permit shall have a permanently installed, weatherproof plaque mounted in a conspicuous place on the structure, which lists the name and phone number of the sign’s installer, manufacturer, and owner, as well as the voltage of any electrical apparatus used.

Section 22-75. Construction Requirements for Off-Premise Signs

Off-Premise signs constructed after the effective date of this ordinance shall comply with the following requirements:

- (a) The following signs shall require construction plans that are designed, signed, and certified by a Louisiana registered engineer who shall certify that the structure complies with the building code and shall submit sufficient data to enable the Building Official to determine whether the sign complies with this Chapter.
 - (1) Signs containing a sign face over one hundred (100) square feet in area.
 - (2) All signs with unusual structural features as determined by the Building Official.
- (b) All signs must be in compliance with the provisions of the most recently adopted edition of the Building Code.
- (c) No off-premise advertising sign larger than 64 square feet, with the exception of temporary signs, may be built on wooden poles; all other off-premise signs must be constructed on steel beams, metal pipes, or similar material and painted with a neutral or subdued color.

Section 22-76. Off-Premise Sign Permits

All Off-Premise Signs not specified in Section 22-60 shall require a permit. Permits shall be issued, regulated, and revised under the following provisions:

- (a) Application:

In order to obtain a permit to erect, substantially modify, or relocate any Off-Premise Sign under the provisions of this Chapter, an applicant shall submit to the Building Official a permit application that sets forth in writing a complete description of the proposed sign and shall include all information required on application forms provided by the Building Official including but not limited to a final site plan and elevation drawings of the proposed sign.

 - (1) The name, address, and telephone number of the property owner, the persons entitled to possession of the sign and the sign contractor or erector. If a license is required to erect the sign, the license number of the licensed sign company shall be provided.
 - (2) Plans indicating the scope and structural detail of the work to be done including details of all connections, guy lines, supports, footings, and materials to be used, size, height, configuration and number of sign faces.
 - (3) If the sign is electric, electrical diagrams and details are required for an electrical permit. Such information shall include the name(s) of the licensed electrical installer.
 - (4) An agreement to defend, indemnify, and hold the City harmless for all damages, demands, or expenses of every character that may in any manner be caused by the sign, sign structure, or sign installation.
 - (5) An applicant shall obtain and attach to the application the written consent for the erection of such sign of the person having the right to use and possession of the premises on which the sign is to be erected. A permit issued by the State of Louisiana for such sign shall be presented to the Building Official.
 - (6) Prior to the issuance of an off-premise sign permit, an applicant shall obtain and attach to the application a final site plan, signed and certified by a civil engineer licensed in Louisiana, drawn to scale and requirements to be included as provided herein, delineating the following:
 - a. Property boundaries of proposed sign site, showing nearest intersecting street and names of owners and boundaries of parcels of land abutting the proposed site.

- b. Description of the property by lot number, square, and subdivision name or exact legal description of the proposed site.
 - c. The GPS (Global Positioning System) coordinates and street address of the proposed sign structure.
 - d. Sign location including pole(s) and sign face(s).
 - e. Sign height as specified in Section 22-73.
 - f. Existing off-premise signs located on the same side of the street, within one thousand (1,000) feet measured along the edge of the right-of-way.
 - g. Existing off-premise signs located on intersecting streets within three hundred (300) feet measured in a direct line between the two signs.
 - h. Radial distance from the property line of any occupied residences in abutting Business or Industrial Zoned properties, if within fifty (50) feet of the proposed sign structure.
 - i. Radial distances from property boundaries where a public park, historic place or district, public library, or public university are located, if within six hundred (600) feet of the proposed sign structure.
- (7) The Building Official shall act upon a completed application for permit within thirty (30) working days after the receipt of all application documents including the final site plan, by issuing in writing, approval or disapproval of the permit application.

(b) Duration

A permit shall become null and void if the sign for which the permit was issued has not been completed within a period of six (6) months after the date of issuance.

(c) Emergency Permit

In extenuating circumstances where a sign becomes unsafe due to accident or natural disaster, the Building Official may upon review issue an emergency permit for a temporary or a substitution sign for a period of time not to exceed forty-five (45) days.

(d) Revocation

The Building Official is, hereby, authorized and empowered to revoke any permit issued by him upon failure of the holder to comply with the provisions of this Chapter or with the signed plans submitted to the Building Official.

(e) Off-Premise Permit Fees

The following permit fees will be charged for each permit issued: Fifteen (0.15) cents per square foot of sign face(s) Fifty (50) dollars minimum

(f) Annual Inspection

The Building Official will inspect the condition of each permitted sign structure annually. There will be an annual inspection fee of twenty-five (25) dollars due each January 1, to maintain a valid permit.

Section 22-77. Registration of Existing Off-Premise Signs

Owners of off-premise signs located within the corporate limits of Ruston, shall provide to the Building Official by January 1, 2006, an inventory of all off-premise signs that require a permit, indicating the following information: size, height, number of faces, means of illumination, location, date of permit and permit number subsequent to the adoption of this ordinance. Annually, prior to January 1, each owner shall provide to the Building Official an inventory of all off-premise signs that require a permit, including those newly constructed or dismantled.

Section 22-61. Prohibited Off-Premise Signs

The following Off-Premise Signs shall not be allowed to remain or be erected:

- (a) Signs, which determined by the Building Official, obscure, obstruct, or otherwise physically interfere with the clear or unobstructed view of an official traffic sign, signal, or device, or obstruct or physically interfere with the driver's view of approaching, merging or intersecting traffic
- (b) Political signs requiring a permit, that promote out-of-date political messages for a continuous period of thirty (30) days.
- (c) Signs advertising defunct businesses, for a continuous period of three (3) months.
- (d) Abandoned signs as defined in Section 22-2, that do not have 100 percent of the sign faces fully covered with a promotional panel for a continuous period of twelve (12) months.
- (e) Signs that are illegal under state or federal laws or regulations.
- (f) Signs requiring a permit which are erected after the effective date of this ordinance without a building permit having been issued.
- (g) Signs that are not securely fixed upon a substantial structure as determined by the Building Official.
- (h) Signs that contain as part of the message, mirror-like surfaces greater than two (2) square inches or any mirror-like surface that creates a traffic hazard.
- (i) Signs that emit smoke, vapor, particles, or odor.
- (j) Signs which are erected or maintained upon trees, fences, or painted or drawn upon rocks or other natural features.
- (k) Signs located within the public right-of-way, attached to any utility pole, regulatory sign or post or publicly-owned structure.
- (l) Signs which contain pictures, statements, or words of an obscene nature as defined by law.

Applicant's Initials ___

**STATE OF LOUISIANA
PARISH OF LINCOLN
CITY OF RUSTON**

I, _____,
certify that I am the lawful owner of the sign referenced in this permit application and that I hereby agree to defend, indemnify, and hold the City of Ruston harmless for all damages, demands, or expenses of every character that may in any manner be caused by the sign, sign structure, or sign installation referenced in this permit application.

PERMIT APPLICANT (SIGNATURE)

DATE

PERMIT APPLICANT (PRINT NAME)

PHONE NUMBER

WITNESSES:

DATE

DATE