



# Sign Permit Application

**Fee: \$350.00**

Application Date: \_\_\_\_\_

McKenzie County Sign Permit # \_\_\_\_\_ (office use only)

Name of Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner on Record: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Township: \_\_\_\_\_

Type of Sign Usage: \_\_\_\_\_

Size of Sign: \_\_\_\_\_ Text on sign: \_\_\_\_\_

Materials used to make sign: \_\_\_\_\_

Will the sign be lit?  Yes  No If yes, how? \_\_\_\_\_

Address/Location of sign: \_\_\_\_\_

Legal description: Quarter Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Parcel Number \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Comprehensive Plan: \_\_\_\_\_

**\*Please include the following items with your application**

1. Image of the proposed sign.
2. Map of the area showing setbacks
3. Landowner agreement or acknowledgement.

**All signs must comply with Section 4.2 of the McKenzie County Ordinance. (attached)**

- Signature required on last page of this application

## **4.2 SIGNS AND ADVERTISING**

### **4.2.1 Intent**

The intent and purpose of these regulations is to establish a reasonable framework for signage and to facilitate easy and agreeable communication, at the same time recognizing the need to protect the safety and welfare of the public, to maintain attractive appearance in the community and to allow adequate business identification. It is the further intent of these regulations to maintain a balance between the commercial needs of business enterprises and their visual impact on residents and visitors of the County.

Unless otherwise noted herein the County follows the regulation as outlined in N.D.C.C. Ch. 24-17.

### **4.2.2 Compliance Requirement**

- 1) Signs are a conditional use and must be approved.
- 2) No person, including any owner, lessee, or other occupant of any premises, shall erect, construct or display, or permit the erection, construction, or display of any sign within the County, other than in accordance with the provisions of this chapter. All signs, unless exempted herein, must be licensed by the County.
- 3) The Planning Director shall examine all applications for permits for the erection of signs and issue licenses for new signs and for continued use of signs which conform to the requirements of this chapter. He shall review all applications for permits with any accompanying plans and documents, make routine inspections of signs and make such reports as the Planning Commission may require.

### **4.2.3 Prohibited Signs**

- 1) Signs of such design and location that they interfere with, compete for attention with or may be mistaken for a traffic signal.
- 2) Signs erected or located on, within or over any public right-of-way, unless specifically permitted herein.
- 3) Portable signs.

### **4.2.4 Exemptions**

- 1) Traffic or other municipal signs, legal notices, railroad crossing signs, danger signs, and such temporary emergency signs as may be erected by the government or public utility employees in carrying out their official work.
- 2) Historic site and historic building plaques and markers.

- 3) Signs used on property warning the public against trespassing, parking, or soliciting thereon.
- 4) Temporary safety, traffic, directional, and warning signs approved by the governmental agency having jurisdiction.
- 5) Signs required by any provision of law or signs deemed necessary to the public welfare by the governing body.
- 6) For any residential premises for sale or rent, one temporary non-illuminated "for rent" or "for sale" sign not over six square feet in area and "open house" signs not over four square feet in area per sign.
- 7) A nameplate sign, situated within the property lines and bearing only the name and address of the principal occupant, provided that the sign does not exceed twelve (12") inches in height and twenty-four (24") inches in length. An additional sign, of the same size (12"x 24"), may be erected for a legally permitted home occupation.
- 8) The American flag, and governmental flags displayed by recognized governments or governmental agencies, provided such flags are displayed in a respectful manner and in accordance with established or recognized rules, standards and criteria.
- 9) Temporary signs no larger than five (5) square feet of sign area, advertising the sale of farm products produced on the premises, or advertising auctions or events of charitable, political or public service groups.
- 10) For the purposes of public safety, the County and municipalities within the county may be exempted from these regulations.

#### **4.2.5 General Sign Provisions**

- 1) No sign or other advertising structure as regulated by this chapter shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where by reason of the position, shape or color it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, or which makes use of the words "STOP," "LOOK," "DRIVE-IN," "DANGER," or any other word, phase, symbol or character in such manner as to interfere with, mislead or confuse traffic.
- 2) Sign lighting. Illuminated signs may be directly or indirectly lighted, provided that they comply with the following standards:
  - a) Illumination of directly illuminated signs shall be of the diffused lighting type.
  - b) Indirectly illuminated signs with external spot or flood lighting must be arranged such that the light source is directed away from passersby. The light

source must be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians.

- c) Floodlights or spotlights used for the illumination of signs, whether such lights are attached to or separate from the building, shall not project light beyond the sign.
- 3) Places of worship, schools and other nonprofit, institutional facilities, where permitted, may display one freestanding and/or one wall sign not exceeding thirty-two (32) square feet in total area identifying the name of the facility and pertinent information relating to its activities. The freestanding sign shall be located no closer than fifteen (15') feet to a property line or street right-of-way line and shall not exceed six (6') feet in height.
- 4) Multi-family residential property or work force housing developments may display one freestanding identification sign at each street entrance to the development, designating only the name of the development, the address and name of the owner and the names of any buildings located therein, provided that the area of one side of said sign shall not exceed twenty-four (24) square feet and that the sign is set back ten (10') feet from the front property line.
- 5) Advertising signs are not allowed in any road right-of-way or road easement and shall be placed a minimum of ten (10') feet beyond said right-of-way or easement.
- 6) A maximum of one monument sign is permitted at each road frontage where there is vehicular access.
- 7) Signs providing directions for allowed uses shall not be larger than forty (40) square feet in area.
- 8) Signs providing directions for conditional uses shall not be larger than forty (40) square feet.
- 9) On-site advertising signs shall not be larger than ninety-six (96) square feet.
- 10) Off-premises signs are only allowable in Industrial and Commercial Districts and shall be limited to three hundred seventy-eight (378) square feet in size.
- 11) No sign may be permitted larger than four (4) square feet for a home occupation.
- 12) Billboards along state and federal highways shall be separated a minimum of one thousand (1,000') feet and shall be a maximum of seven hundred and fifty (750) square feet.
- 13) Billboards shall not be allowed in the County except within two (2) miles of the Watford City ETA boundary, or within one (1) mile of the Arnegard, Alexander or Keene boundaries or ETA.

- 14) Signs in the Commercial and Industrial Districts shall be limited to:
  - a) One general identification sign per business not exceeding fifty (50) square feet in area which may be wall, pedestal, ground, or projecting type;
  - b) Temporary signs including "For Sale", political campaign signs, greeting signs, and rally signs not exceeding fifty (50) square feet in area;
  - c) Directory and advertising signs in the Agricultural, Commercial, and Industrial districts shall not be larger than ninety-six (96) square feet in area and placed closer than six hundred (600') feet apart.
- 15) Placement of signs shall be subject to the setback requirements of the zoning district in which they are located.
- 16) Billboards with changing messages shall have a fifteen (15) second delay between messages.
- 17) No signage may advertise adult entertainment (sexually oriented businesses) or similar uses.
- 18) Signs if allowed in Residential Districts are limited to ten (10') feet in height.
- 19) Signs in Commercial, and Industrial Districts shall be limited to forty-five (45') feet in height.

#### **4.2.6 Construction Requirements**

- 1) Material. Signs shall be constructed of high-quality materials and completed with durable finishes.
- 2) Codes. All signs shall conform to the latest edition of the applicable building and electrical codes.
- 3) Lighting. External lighting shall be shielded from view and shall be focused upon the sign to avoid stray lighting.
- 4) Sanitation. Property surrounding any ground sign shall be maintained in a clean and sanitary condition. It shall be free from weeds, rubbish, and flammable material.
- 5) Responsibility for compliance. The owner of the parcel on which a sign is placed and the tenant are each fully responsible for the condition and the maintenance of the sign, and the area around the sign.

#### 4.2.7 Non-Conforming Signs

- 1) This chapter is intended to encourage the eventual elimination of signs which do not comply with this chapter.
- 2) Nonconforming signs must comply with the regulations of this chapter if the use of the sign is abandoned for longer than six months.
- 3) Nonconforming grandfathered signs may remain in an agricultural, commercial or industrial zone for their normal life, subject to reasonable maintenance and repair. Signs which were erected without a sign permit and which are prohibited by this chapter shall be removed.
- 4) Continuance. A nonconforming sign may be continued if it is maintained in good condition. It shall not, however, be replaced by another nonconforming sign. A nonconforming sign may not be structurally altered so as to prolong the life of the sign.
- 5) Nuisance. An unsafe or abandoned sign is declared a public nuisance, which shall be abated by the owner within 30 days of receiving notice from the Building Inspector.

#### 4.2.8 Variances and Appeals

- 1) Variance. The Planning Commission shall have the authority to vary the requirements and standards of these sign regulations in providing a variance is consistent with the intent.
- 2) Any variance granted by the Planning Commission which is not exercised by obtaining a corresponding sign permit within one year from the effective date of the variance shall be null and void.
- 3) Appeals. Decisions of the Planning Commission can be appealed to the Board of County Commissioners. All appeals shall be made within 30 days from the date of the decision of the Planning Commission.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Planning Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_