

City of Hoonah | P.O. Box 360 | 300 Front Street | Hoonah, AK 99829
Phone: (907) 945-3663 Fax: (907) 945-3445 Email: info@cityofhoonah.org

City of Hoonah Sign Permit Application

Instructions to Applicants:

Applicants must fill out the following form completely prior to a sign permit application being processed. Questions concerning any portion of the permit application should be directed to the City Planner/Administrator. A copy of acceptable sign standards are attached to this application for the Applicant's reference when designing a sign to be permitted within City of Hoonah.

Part 1. Applicant Information

Applicant Name: _____

-Mailing Address: _____

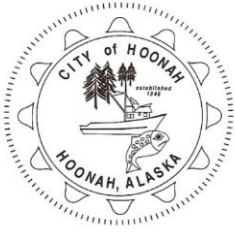
-Physical Address of the proposed sign: _____

Contact Phone Number: _____ **Cell:** _____

Part 2. Sign Dimensional Standards – Checklist

- | | <i>YES</i> | <i>NO</i> |
|---|------------|-----------|
| 1. Setback and Sign placement: | | |
| a. Will the sign be placed in the designated street right of way? | ___ | ___ |
| b. Will the sign obscure vehicular or pedestrian traffic? | ___ | ___ |
| 2. Sign Height and Area: | | |
| a. Is the sign a free standing sign? (Max. allowable height is 10ft.) | ___ | ___ |

If no, skip ahead to question 2d. If yes, answer 2b and 2c, then go on to question 3.



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- b. If free standing, indicate the height of the sign here: _____ ft.
- c. If free standing, indicate the area of the sign here: _____ sq. ft.

YES NO

- d. Is the sign an attached sign? _____
- (*Max. allowable sign height is equal to actual building height.*) _____

If yes, answer questions 2e and 2f, then go on to question 3.

- e. If attached, indicate the height of the sign here: _____ ft.
- f. If attached, indicate the area of the sign here: _____ sq. ft.

3. Sign Illumination

- a. Will the sign be illuminated? _____

If yes, describe how the sign will be illuminated here: _____

Part 3. Sign Plans

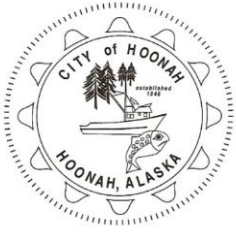
The following page is left intentionally blank for the applicant to provide plans specific to the proposed sign. Sign plans need to illustrate/indicate the following details:

- Sign Elevation
- Cross Sections
- Sign Dimensions
- Sign Placement (If free standing, you must demonstrate the right of way boundary in relation to proposed location of sign.)
- Sign Materials
- Lighting, if any

FOR OFFICE USE ONLY:

Date Application Received: _____ Received by: _____

Date Reviewed: _____ Approved: _____ Denied: _____



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Project Completion: Inspected by: _____ Date: _____

Notes: _____

SIGN PLANS

The space below is provided for the Applicant to provide details requested in Part 3 of the Sign permit application. If necessary, attach additional plan documents to this page.



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I _____ (*applicant's name*) certify to the best of my knowledge, the contents of this application are true and correct. I understand that if I receive a permit to complete the sign proposed in this application that I am responsible to ensure that the sign produced is in accordance with details I have provided in this application, and that if I must deviate from these details I will seek approval of such by the City of Hoonah, prior to me completing the sign project.

Applicant's Signature: _____ *Date:* _____

City of Hoonah Outdoor Advertising Signs Sign Standards

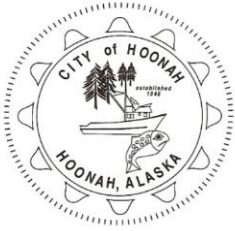
DEFINITION OF A SIGN:

“Sign” means any device for visual communication that is used for the purpose of bringing the subject thereof to the attention of the public, **excluding:**

1. Signs not exceeding one and one-half square feet in area and bearing only property numbers, post office box numbers, names of occupants or premises, or other identification or premises not having commercial connotations;
2. Flags and insignia of any governmental agency except when displayed in connection with commercial promotion;
3. Regulatory, identification, informational, or directional signs erected or required by governmental bodies;
4. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights;
5. Artwork having no commercial connotations.

REQUIRED SIGN MAINTENANCE:

Every sign shall be maintained in a safe and good structural condition at all times, including the repair or replacement of defective parts and other acts required for the maintenance of the sign. If the sign is not made to comply with adequate safety and maintenance standards, the City Planner may require its removal in accordance with this chapter.



SIGN DIMENSIONAL STANDARDS:

(A) Required setback and sign placement.

1. No sign shall be placed so as to obscure vehicular and pedestrian traffic.
2. No sign shall be placed within a street right-of-way.

(B) Sign height restrictions.

1. Free standing signs: A free standing sign shall be any sign not attached to a building. Maximum height shall be ten (10) feet.
2. Attached sign: An attached sign shall be any sign attached to any portion of a building. Maximum height shall not exceed building height restrictions as defined in Section 18.01.030 Building height.

(C) Maximum area of signs.

1. The maximum allowed area of any free standing sign shall be sixteen (16) square feet.
2. The maximum allowed area of any attached sign, in any zoning district shall be calculated as follows:

The length of one side of the building x 1 ½ feet = the maximum sign area in square feet for that one side of the building.

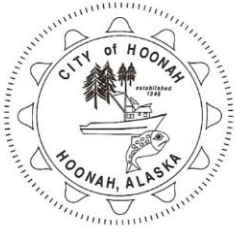
No one side of a building shall have more sign area than one and one-half square feet per lineal foot of that side of the building.

3. Calculation of sign area: Sign area is the total area of all visible faces of a sign, exclusive of any support structure not used to convey a message. For signs consisting of lettering without a field, the sign area shall be calculated as the total area of the smallest rectangles enclosing each letter.
4. Building length: Building length is defined as the total length of a side of a building measured in one dimension excluding porches and other projections.

ILLUMINATION STANDARD:

Directly illuminated signs, in any zoning district, is prohibited.

PROHIBITED SIGNS AND SIGN MATERIALS:



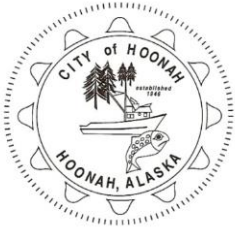
In addition to any sign or sign materials not specifically in accordance with the provisions of this chapter, the following are prohibited:

- (A) Any sign which stimulates or imitates any traffic sign or signal, or which makes use of words, symbols, or characters in such a manner as to interfere with, mislead or confuse pedestrian or vehicular traffic;
- (B) Signs attached or placed adjacent to any utility pole, parking meter, traffic sign post, traffic signal, or any other official traffic control device;
- (C) Any off-premise sign that directs attention to a business, service, product or entertainment not sold or offered on the premises on which the sign is located, including but not limited to billboards, sandwich boards, and other off-premise outdoor advertising signs.
- (D) Signs consisting of any moving, rotating, flashing or otherwise animated light or component;
- (E) Any sign or sign structure identifying a use or activity that has ceased to occupy the site for period greater than twelve months;
- (F) Permanent flags, posters, ribbons, streamers, strings of lights, spinners, twirlers or propellers, flares, balloons, and similar devices, or containing elements creating sound. Temporary displays as described in this subsection may be erected on the site on which an advertised event is taking place no sooner than ten days prior to the event and shall be removed within five working days after the event. No such temporary displays may be installed for a period exceeding 30 days in any quarter. Holiday decoration lighting from November 1 through February 1, and international, federal, state, or local government flags are exempt from this subsection.
- (G) Any commercial sign place within the public rights-of-way.

SIGNS NOT REQUIRING A PERMIT:

All signs not requiring a permit must conform to the height and setback requirements, sign area and illumination standards set forth in this chapter. The following signs are allowed without a permit:

- (A) Window signs.
Signs displayed behind the windows of a building are allowed.
- (B) Residential signs.
Indirectly illuminated signs up to four square feet shall be allowed for the purpose of premises identification. Each sign shall display addresses and may include the names of the occupants.



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- (C) Signs on licensed, functional motor vehicles provided the primary use of the vehicle is not the display of signs and that such vehicle is not used a static display for advertising;
- (D) Temporary signs.
 - Temporary signs are not to be included as part of the maximum allowable sign area.
 - 1. Construction signs.
 - 2. Real estate signs.
 - 3. Public notice signs.
 - 4. Event signs.
 - 5. Political signs.
 - 6. Banners or pennant signs.
 - 7. Any sign which has no permanent attachment to a building or the ground, including A-Frame signs, pole attachments, mobile signs, portable wheeled signs, and sandwich boards.

NONCONFORMING SIGNS AND ENFORCEMENT:

Nonconforming signs shall be required to come into conformity with this chapter at the time of a major development or addition to the subject property except signs prohibited under section 18.09.070, prohibited signs and sign materials. The owner of a nonconforming sign may apply to the Planning Commission for an exception from the sign standards as provided above.

A violation of these standards is an infraction. The following fine schedule shall apply to violations of this chapter: \$25.00 for the first offense, \$50.00 fine for the second offense, and \$100.00 fine for the third and subsequent offences.

EXCEPTIONS FROM SIGN STANDARDS:

The Planning Commission shall hear all applications for exceptions from sign standards of this chapter using the procedure and criteria established for variances in Chapter 18.03.