

City of Columbus - Bartholomew County Planning Department

**Permanent Sign Worksheet**

(please use a separate worksheet for each sign requested)

**To be Completed by the Applicant**

**Type of Permanent Sign**

Please select one of the four sign types below. See Zoning Ordinance Section 10(I) for more information, if needed.

- Freestanding Sign     Interstate Oriented Sign     Suspended Sign
- Wall Sign (includes Window, Awning, and Projecting Signs)

**The following information has been provided per Zoning Ordinance Sections 12.10(A)(1) and 8.1(C)(5):**

- A list of all existing signs on the property, indicating those to remain and to be removed if the proposed sign is approved.
- A dimensioned drawing of the proposed sign showing face area and height (please see examples on the back page).
- If a freestanding or interstate oriented sign is proposed, a site plan drawing or image showing its proposed location on the property.
- If a freestanding or interstate oriented sign is proposed that exceeds 6 feet in height, a description of the landscaping to be provided at its base as required by Zoning Ordinance Section 8.1(C)(5). *The landscaping information may be provided separately by the project or property owner, but is required prior to the sign's zoning compliance certificate being issued.*

**Sign Illumination / Electronic Display**

Please indicate how the sign will be illuminated or if it will be an electronic display. See Zoning Ordinance Section 9.4(D) for requirements.

- No Illumination     External Illumination
- Internal Illumination (please note illumination requirement and acknowledgment below)

By submitting an application for an internally illuminated sign, the applicants (the project owner and their representative) understand that the maximum brightness (luminance) permitted by Columbus & Bartholomew County Zoning Ordinance Section 9.4(D) is 10,000 candela per square meter (cd/m<sup>2</sup>) in the daytime and 250 cd/m<sup>2</sup> in the nighttime (1 cd/m<sup>2</sup> = 1 nit). Further, any installed sign suspected by the Planning Department to exceed these limits shall be required to either (1) be demonstrated by the property owner to be in compliance or (2) be removed.

- Electronic Display**  
 Maximum Possible Sign Brightness: \_\_\_\_\_ nits (Maximum Brightness Permitted: 10,000 nits (daytime), 250 nits (nighttime))  
 Brightness Control Mechanism:  Yes  No (required if the maximum possible brightness exceeds the brightness permitted)

**To be Completed by the Planning Department**

**For a Wall or Suspended Sign:**

Total Building / Use Front Wall Area: \_\_\_\_\_ square feet  
 Total Permitted Wall Sign Area: \_\_\_\_\_ square feet  
 Sign Area (Total): \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)  
 Changeable Copy Portion (if any): \_\_\_\_\_ square feet

**For a Freestanding or Interstate Oriented Sign (as applicable):**

Sign Height (from ground level): \_\_\_\_\_ feet  
 Sign Area (Total): \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)  
 Sign Changeable Copy Area (if any): \_\_\_\_\_ square feet  
 Primary Element Area: \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)  
 Secondary Element #1 Area: \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)  
 Secondary Element #2 Area: \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)  
 Secondary Element #3 Area: \_\_\_\_\_ square feet (\_\_\_\_ feet tall x \_\_\_\_ feet wide)

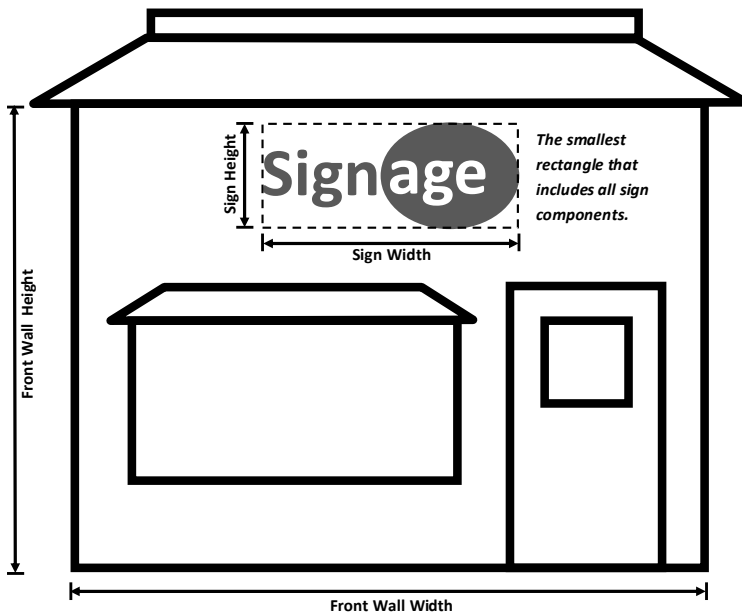
**Other Considerations:**

- This sign is a supplemental sign per Zoning Ordinance Section 10(D)...  
(1) (2) (3) (4)  
*Circle the applicable sub-section.*
- Any proposed electronic display is not within 300 feet of a residential property. If so the hours of use may be restricted (see Zoning Ordinance Section 9.4(D)(2)(b)).
- Any proposed electronic display is not in the CD zoning district. If so, it is prohibited. (Zoning Ordinance Section 9.4(D)(2)(d)).
- This is a freestanding or interstate-oriented sign over 6 feet in height and landscaping is required (see Zoning Ordinance Section 8.1(C)(5)).

## Recommended Dimensioned Drawing Sign Measurements

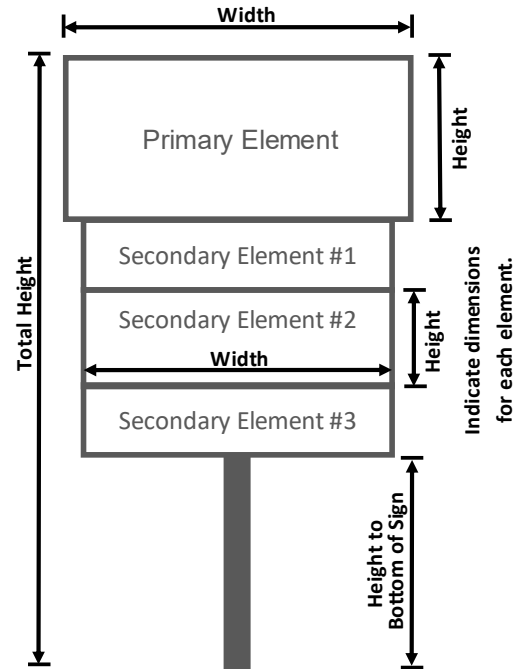
Those applying for sign approval are required to provide all dimensions and other information necessary for the Planning Department to determine compliance with the requirements of the Zoning Ordinance, specifically the Sign Standards of Article 10. Below are examples of the minimum dimension requirements.

### Wall or Suspended Sign Area



For shopping centers and other multi-tenant buildings, only the area of the front wall of the tenant space with which the sign is associated is to be used. The sign must be placed on a wall of that tenant space.  
See also Zoning Ordinance Section 10(I)(1).

### Freestanding or Interstate Oriented Sign Measurement



**How is Sign Face Area Measured?** The face area of a sign is the smallest single rectangle that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the display or used to differentiate the sign from any backdrop or structure against which it is placed, including the frame of any cabinet (Zoning Ordinance Section 10(H)(2)).

**How is Sign Height Measured?** The height of a sign is the vertical distance from the highest point of the sign, including any functional or decorative supports, framework, or cabinets, to the finished grade of the ground immediately beneath the sign, including the height of any artificially constructed earthen berms (Zoning Ordinance Section 10(H)(2)).

**When is a Display Considered more than one Sign?** Each portion of a sign display that is physically and/or visually separated from other portions is considered to be a separate sign. Spaces between lines of type, letters, logo elements, etc. are not considered separations where if they form a single composition intended to be viewed as a whole. To be considered as a single sign, the different components of a freestanding sign shall not be separated from each other by more than 6 inches (Zoning Ordinance Section 10(H)(2)(b)).