

TOWN OF KINDER

P.O. Box 947 • 333 N. 8th Street • Kinder • LA • 70648
(337)738-2620 phone • (337)738-5681 fax
clerk@townofkinder.com

SIGN PERMIT APPLICATION

Location Address: _____

Property Owner: Name: _____

Address: _____

Phone: _____ Email: _____

Applicant: Name: _____

Address: _____

Phone: _____ Email: _____

Sign Contractor: (Name of person, firm, corporation or association erecting the structure):

Sign Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Sign: Materials: _____ Dimensions: _____ Sign Size: _____ sq. ft.

Free-standing Illuminated Temporary/Banner Wall - Linear ft. of building façade: _____

Submit the following to the Town Clerk for review:

Completed application

Master Signage Plan (Section 8.7.4 of UDO)

Sign Plan Review fee: \$250.00

Any additional information that the Mayor or his representative shall require to show full compliance with any and all ordinances of the Town of Kinder.

Applicant Signature: _____ Date: _____

- B) Lighting associated with temporary uses that have been permitted.
- C) Seasonal lighting that is part of customary holiday decorations and annual civic events, provided that it meets all the requirements of Sec. 8.7.1(A)(8).
- D) Lighting associated with sign illumination as set forth in Section 8.7.
- E) Municipal lighting installed for the benefit of public health, safety, and welfare.

8.6.6 Reserved

8.7 SIGNS

8.7.1 Signs Permitted in All Zoning Districts

A) *Signs Not Requiring a Permit Unless Noted*

- 1) Municipal, parish, state and federal traffic signs.
- 2) Historical markers, monuments or signs erected by public authority.
- 3) Official notices or advertisements posted or displayed by or under the direction of a public official in the performance of the duties.
- 4) Signs denoting the location of underground utilities.
- 5) Signs posted by or under the authority of municipal, parish, state or federal authorities for crime prevention, public safety, health, zoning, and identifications.
- 6) Private unofficial traffic signs indicating onsite directions, entrances, exists, or hazards, provided, however, that no such signs shall include any advertising message or logos. The size of such signs shall be subject to administrative review.
- 7) A governmental or non-profit organization flag shall be subject to the following standards:
 - a) No more than one (1) flag each type (e.g. – state, national, non-profit organization, etc.) may be displayed on any lot unless the lot has more than one road frontage, in which case there may be one flag of each type at each entrance, or addressing each road frontage.
 - b) Flag poles erected after the effective date of this section shall not exceed thirty (30) feet in height nor shall flags on these poles exceed a size of five (5) feet by eight (8) feet.

- c) Existing flag poles exceeding thirty (30) feet in height may remain, however, flags flown on taller poles shall not exceed a size proportionate to a five (5) foot by eight (8) foot flag on a thirty (30) foot pole.
- 8) Emblems or insignias customarily displayed off premise by a government or government agency or by a charitable, civic, fraternal, patriotic, religious, or similar organization subject to a permit and the following standards. The emblem or insignia must be:
- a) Located a minimum of fifteen (15) feet from any public right-of-way.
 - b) A maximum of four (4) square feet in size.
 - c) A maximum of four (4) feet in height.
 - d) Limited to three (3) signs per charitable, civic, fraternal, patriotic, religious, or similar organization.
 - e) Not displayed in connection with a commercial promotion or as an advertising device.
- 9) Temporary signs, banners, lighting, and displays as a part of customary holiday decorations and annual civic events, provided, said signs, lighting and displays are not placed in a public right-of-way. If such signs, lighting, and displays are placed in a public right-of-way, a permit shall be required. There shall be no charge for the permit. No temporary signs, lighting, or display shall be on display for more than 90 days.
- 10) Signs or plates on structures or premises giving the name or address of the occupant, mailboxes, paper tubes and similar uses customarily associated with structures.
- 11) Signs posted upon private property relating to private parking or warning the public against trespassing, against danger from animals or other dangers or dangerous conditions so long as such signs are of a size and description reasonably adapted to accomplish the stated purpose.
- 12) A sign advertising the sale of products from a home garden, orchard, or vineyard displayed on the premises where the produce is being produced and sold. The sign may not exceed ten (10) square feet and four (4) feet in height.

- 13) Temporary political, religious signs or non-commercial signs, provided:
- a) No signs shall be placed within a public right-of-way, including on utility poles or within street medians, or on any town-owned property;
 - b) No sign shall exceed eight (8) square feet or a height of four (4) feet;
 - c) Signs of political candidates or parties or groups supporting the candidacy of an individual for office shall be limited to no more than one (1) political sign per candidate on any tract or parcel of land.

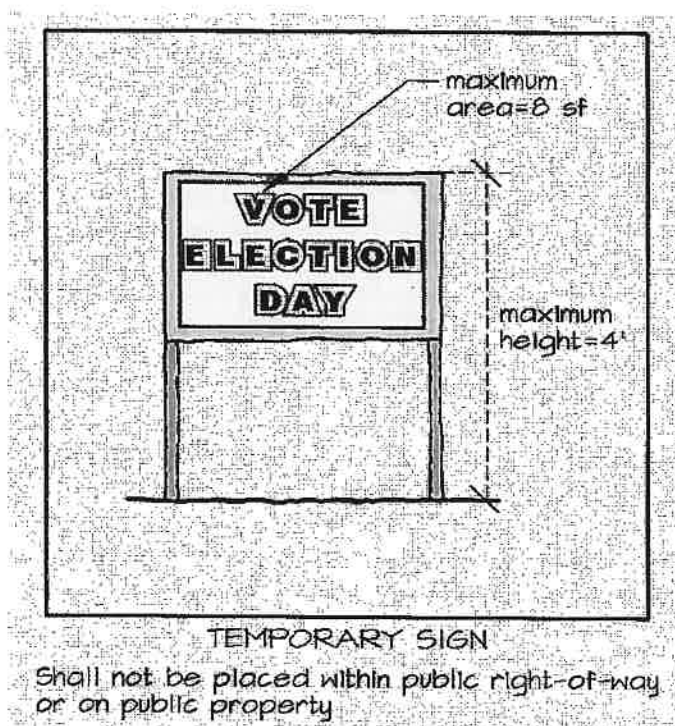


Figure 8.7.1(A)(12): Temporary Sign

- 14) Off-site church directional signs erected out-side of public street rights-of-way and not exceeding two (2) square feet or four (4) feet in height.

- 15) Ground signs sponsored by municipal, school, recreational, and civic clubs. Schedule of events, rules or regulations signs at a maximum height of five (5) feet with a maximum size of thirty-two (32) square feet. All such signs shall be located a minimum of fifteen (15) feet from any public right-of-way. A permit is required but there shall be no change for the permit.



Figure 8.7.1(a)(15): Ground Sign

B) **General Sign Regulations for All Zoning Districts**

- 1) **Signs Within Public Rights-of-Way**
No signs shall be permitted with the public right-of-way for private purposes.
- 2) **Number of Sides**
Freestanding signs shall have no more than two (2) sides. Signs attached to a building shall have only one (1) side and may not extend over the roofline or parapet wall, whichever is highest.
- 3) **Content**
In order to increase readability and to decrease confusion, the number of items of information per sign should be kept to a minimum. No signage shall contain working that is offensive, lewd, or sexually suggestive.
- 4) **Electric Signs**
All electric signs, permanent or temporary, with internal wiring or lighting equipment, and all external lighting equipment used to direct light on signs shall bear the seal of approval of an electrical testing laboratory that is nationally recognized as having the facilities for testing and requires proper installation in accordance with the National Electric Code. All wiring to freestanding signs or to lighting equipment erected after the effective date of this division must be underground.

- 5) *Self-supporting Structures*
All freestanding permanent sign structures shall be self-supporting structured erected on or set into and permanently attached to concrete foundations so as not to create a public safety hazard.
- 6) *Architectural Compatibility*
All signs shall complement the architectural style, scale, and materials of the principal building of a development, and shall be designed to be an integral architectural element of the entire development site.

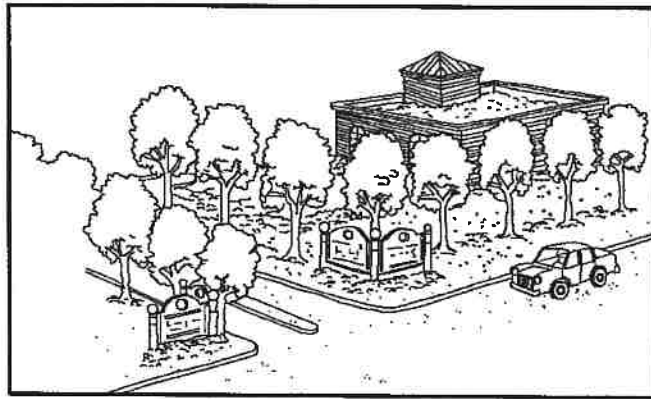


Figure 8.7.1(B)(6): Illustration of Architectural Compatibility

- 7) *Uniform Color Scheme*
Sign colors shall be limited to no more than three (3) colors per sign, one of which must be white or black. The colors (and materials) chosen for use on a single use lot, or for a master signage plan for a lot with multiple uses, or for a master signage plan for a non-residential subdivision shall blend with or compliment the colors (and materials) of the principal building(s) on the lot or within the development. It is not the intent of this requirement to restrict the use of, or to in any way alter, the color composition of a federally registered trademark. However, if the color content of a federally registered trademark is not consistent, with the 3-color limitations of this sub-section, or otherwise is in conflict with the uniform color scheme of the master signage plan for a single use lot, multi-use lot, or a non-residential subdivision, then the Town Clerk, at his discretion, shall:
 - a) Restrict the use of the federally registered trademark to no more than 10% of the surface area of any sign or signs, individually or collectively, being proposed on the lot or within the development, or

- b) Prohibit the use of the federally registered trademark altogether from any sign or signs, individually or collectively, if the presence of the federally registered trademark in its standard federally registered colors are determined by the Town Clerk to be detrimental to the aesthetic integrity of the overall development, or
- c) Allow the applicant for the sign permit to voluntarily alter the color composition of the federally registered trademark in such a manner as to be in harmony with the uniform color scheme of the development.

C) *Reserved*

8.7.2 Determining Signs for All Zoning Districts

A) *Determination of Number of Signs*

For the purpose of determining the number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, each element shall be considered a sign. A two-sided sign shall be regarded as one (1) sign.

B) *Computation of Sign Surface Area*

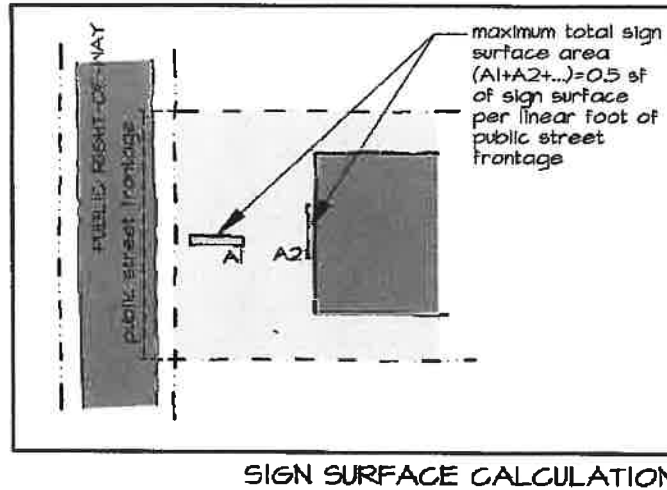
The surface area of a sign shall be computed by including the entire area within a single, continuous, rectilinear perimeter of not more than eight (8) straight lines, or a circle or an ellipse, enclosing the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework or bracing that is clearly incidental to the display itself.

- 1) *Signs consisting of more than one (1) section.* If the sign consists of more than one (1) section or module, all of the area, including that between sections or modules, shall be included in the computation of the sign area.
- 2) *Double faced signs.* The sign surface area of a double faced, back-to-back sign shall be calculated by using the area of only one (1) side of such sign.

C) *Total Sign Surface Area Per Development*

- 1) *Computation of total sign surface area.* Unless otherwise provided in this division, the total surface area devoted to all signs on any lot shall not exceed the limitations set forth in this section, and all signs except temporary signs shall be included in this calculation.

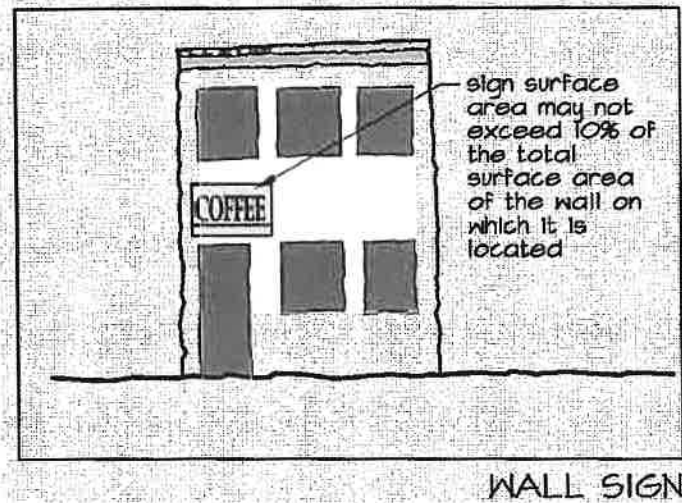
- 2) **Maximum sign surface area.** Subject to the other provisions of this section, the maximum total sign surface area permitted on a lot shall be determined at the rate of 0.5 square feet of sign surface area per linear foot of public street frontage.



**Figure 8.7.2(C)(2):
Sign Surface Calculation**

- 3) **Lots with more than one (1) frontage.** If a lot has frontage on more than one (1) street, then the total sign surface area permitted on that lot shall be the sum of the sign surface area allotments for each street on which the lot has frontage. The total sign surface area that is oriented toward a particular street may not exceed the portion of the total sign surface area allocation that is derived from frontage on that street.
- 4) **Lots without street frontage.** Whenever a lot is situated such that it has no street frontage on any lot boundary (i.e. an out lot) and an applicant desires to install on such lot a sign that is oriented toward a street, then the total sign surface area permitted on that lot shall be the sign surface area that would be allowed if the lot boundary closed to the street toward such sign is to be oriented fronted on such street. The applicant shall be restricted to using only one (1) street and the closet lot boundary to this street for determining the total permitted sign surface area. The applicant shall be given the opportunity to determine the one (1) street used in the calculations.

- 5) *Computation of wall sign maximum surface area.* The sign surface area of a sign located on a wall of a structure may not exceed ten (10) percent of the total surface area of the wall on which the sign is located.



**Figure 8.7.2(C)(5):
Wall Sign Surface Calculation**

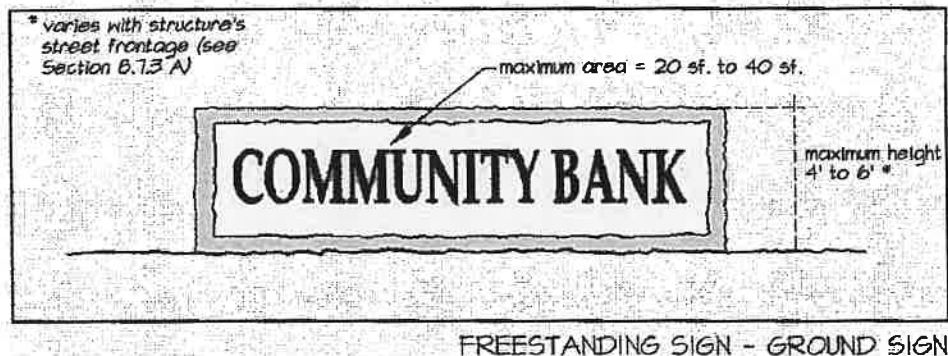
8.7.3 Freestanding Signs

A) **Surface Area and Heights**

A freestanding sign may not exceed the following limits in size and height:

Table 8.7.3-1: Surface Area and Heights

Sign Type	Street Frontage	Maximum Size (sq. ft.)	Maximum Height
Ground	< 200 feet	20	4
	≥ 200 feet < 400 feet	30	5
	≥ 400 feet	40	6



**Figure 8.7.3(A):
Freestanding Ground Sign Surface Calculation**

B) *Number of Freestanding Signs*

Except as authorized by this section, no development may have more than one (1) freestanding sign.

- 1) *Corner lots.* If a development is located on a corner lot that has at least 150 feet of frontage on each of the two (2) intersecting public streets, then the development may have one (1) freestanding sign along each side of the development bordered by such streets.
- 2) *Double frontage lots.* If a development is located on a lot that is bordered by two (2) public streets that do not intersect at the lot's boundaries (double frontage lot), then the development may have one (1) free-standing sign on each side of the development bordered by such street; provided, however, that such streets are located at least 200 feet apart measured from the nearest point.

C) *Subdivision and Multi-Family Development Entrance Signs*

- 1) *Residential entrance signs.* A residential subdivision or multi-family development of ten (10) units or more shall be permitted a maximum of two (2) ground identification signs to be located at each major entrance. Such sign(s) may not exceed 20 square feet for a total of 40 square feet per entrance. A residential entrance sign may be mounted on a fence or wall that does not exceed six (6) feet in height, however, the sign itself may not exceed the size limitations set forth in this subsection and the sign must be only an incidental part of the wall or fence design.

- 2) *Non-residential entrance signs.* In addition to signs allowed under section Sec. 8.7.3 (B), a non-residential subdivision of five (5) or more lots shall be permitted to locate one (1) ground identification sign at each major entrance. The sign may not exceed 40 square feet nor exceed six (6) feet in height.

8.7.4 Signage Plan Required

A) ***Master Signage Plan for Single Use Lots***

Prior to the issuance of a sign permit for a permanent sign on a lot, a master signage plan shall be filed by the property owner and approved by the Town Clerk. The master signage plan shall indicate the location, size, color scheme (including signs otherwise exempt from regulations), lettering or graphic style, materials, and lighting for all signs to be located on the lot. The purpose of the master signage plan is to ensure that all signs on the lot are in harmony with the structures on the lot and consistent with each other, as well as to ensure that they comply with any applicable requirements of this ordinance.

B) ***Master Signage Plan for Multiple Use lots and Non-Residential Subdivisions***

When more than one use or business is located on a lot, the owner, or their authorized agent, shall develop a master signage plan which shall provide for consistency among signs on the premises with regard to location of a freestanding sign(s), location of each sign on the building(s), size of the signage allotted per use, business or out parcel, color scheme (including signs otherwise exempt from regulation), lettering or graphic style, materials and lighting. The allocation of signage among the various uses, businesses, or out parcels shall be determined by the owner of the lot or building, or their authorized agent, but shall in no case exceed the limitations established in this Article. The master signage plan shall be approved by the Town Clerk prior to the issuance of any sign permits on the lot(s). The master signage plan may be modified by the owner of the property, or their authorized agent, so long as any nonconformities thereby created are brought into compliance with the revised master signage plan and the current requirements of this Article within ninety (90) days of its approval.

8.7.5 Location and Installation Requirements

A) ***Procedure for Obtaining a Sign Permit***

Application for a sign permit, where required by this division, shall be made to the Town Clerk. No permanent sign permit for a lot shall be issued until an overall signage plan or master signage plan has been submitted and approved. A sign permit shall become null and void if the sign is not erected within twelve (12) months from the date of issuance of the permit. A permit fee shall be charged according to the current fee schedule adopted by the Town Council. If the sign or signs proposed in an application meet the requirements of this division, then a permit shall be issued. If the sign or signs proposed in an application fail to meet one (1) or more of the requirements of this division, then the permit shall be denied.

B) Location

- 1) *Freestanding signs.* Signs or sign structures shall be located outside the right-of-way of public streets. No sign or sign supporting structure may be located in or over any public right-of-way.
- 2) *Roof signs.* No sign may extend above a parapet or be placed upon a roof surface except that for purposes of this section, roof surfaces constructed at an angle of 75 degrees or more from horizontal shall be regarded as wall space.
- 3) *Wall signs.* No sign attached to a building may project more than 12 inches from the building wall.

C) Sign Illumination

Unless otherwise prohibited by this division, signs may be illuminated if such illumination is in accordance with this section.

- 1) *Signs near residential premises.* No sign within 150 feet of a residential premise may be illuminated between the hours of midnight and 6 a.m. unless there is no spillage of lighting or glare to the residential area beyond the boundaries of the lot where the lighting is located.
- 2) *Shielding of lights.* External lighting directed toward a sign shall be shielded so that it illuminates only the face of the sign and does not shine directly into or cause glare onto a public right-of-way or residential premises.
- 3) *Internally illuminated signs.* Except as herein provided, internally illuminated signs are not permitted in residential zoning districts. Where permitted, internally illuminated freestanding signs may not be illuminated during hours that the business or enterprise advertised by such sign is not open for business or operation. This subsection shall not apply to the following types of signs:
 - a) Signs that constitute an integral part of a vending machine, telephone booth, device that indicates the time, date, or weather conditions, or similar devices whose principal function is not to convey an advertising message.
 - b) Signs that do not exceed 2 square feet and that convey the message that a business enterprise is open or closed or whether a place of lodging does or does not have a vacancy.
- 4) *Tubings or strings of lights.* Subject to subsection (6), illuminated tubings or strings of lights that outline property lines, sales areas, roof lines, doors, windows, or similar areas are prohibited.

- 5) *Flashing or intermittent lights.* Subject to subsection (6), no sign may contain or be illuminated by flashing or intermittent light or lights of changing degrees of intensity.
- 6) *Lighting of temporary signs.* Subsections (4) and (5) do not apply to temporary signs erected in connection with the observance of holidays.

D) ***Sign Maintenance and Materials***

- 1) *Maintenance of signs.* All signs and all components thereof, including without limitation supports, braces, and anchors, shall be kept in a state of good repair. With respect to freestanding signs, components (supporting structures, backs, etc.) not bearing a message shall be constructed of materials that blend with the natural environment, existing and adjacent site features, architecture and construction materials or shall be painted a neutral color to blend with the natural environment. Supporting structures treated with visible creosote are prohibited.
- 2) *Abandonment of signs.* If a sign advertises a business, service, commodity, accommodation, attraction, or other enterprise or activity that is no longer operating or being offered or conducted, that sign shall be considered abandoned and shall, within ninety (90) days after such abandonment, be removed by the sign owner, owner of the property where the sign is located or other party having control over the sign.

E) ***Landscaping***

A freestanding permanent sign erected after the effective date of this division shall include a minimum of 50 square feet of landscaping at the base of the sign. The required landscaping shall be well-maintained.

F) ***Unlawful Cutting of Vegetation***

No person may, for the purpose of increasing or enhancing the visibility of a sign, damage, trim, destroy, or remove trees, shrubs, or other vegetation located:

- 1) Within the right-of-way of any public street, unless the work is done pursuant to the express written authorization of the Town or the Louisiana Department of Transportation.
- 2) On property that is not under the ownership or control of the person doing or responsible for such work, unless the work is done pursuant to the express authorization of the person owning the property where such trees or shrubs are located.

8.7.6 Nonconforming Signs

Provisions governing nonconforming signs are set forth in Chapter 10, Nonconformities.

8.7.7 Miscellaneous

The following signs are allowed without a permit, unless noted, provided that they conform to the regulations of this division in regards to size, location, and type of construction:

A) *Temporary Signs Permitted in All Districts*

- 1) Temporary signs denoting or advertising contractors, architects, developers, real estate agents or owners connected with the construction of nonresidential structures, provided that no such sign shall exceed 32 square feet or a maximum height of five (5) feet. Permits for such temporary signs shall be limited to six (6) months with renewable option upon written request for an additional six (6) month period.
- 2) Signs advertising the place and date of fairs, carnivals, horse shows, and similar events. Such signs shall not exceed 16 square feet or a 4 feet in height. Permits for such temporary signs shall be limited to a maximum of thirty (30) days or the length of the event, provided, however, that signs shall not be permitted to remain longer than thirty (30) days in any 1 calendar year.
- 3) Temporary signs and windblown signs as pennants, spinners, flags, and streamers for special events to be observed or advertising the initial opening or closing of a business establishment may be permitted on private property. Such signs may be ground mounted or attached to the building wall, provided that the total signage shall not exceed 16 square feet for lots of 100 frontage feet or less or 32 square feet for lots with greater than 100 frontage feet and provided the sign shall meet all other requirements of this division. Permits for such temporary signs shall be limited to thirty (30) days or the length of the event, whichever is less.
- 4) A yard sale shall be allowed one (1) sign on the lot of the yard sale and two (2) additional signs located off-premise with the permission of the landowners, provided, such signs do not exceed four (4) square feet and four (4) feet in height. The use of signs for yard sales shall be limited to a maximum of 36 hours.
- 5) A temporary sign for church functions is allowed provided such sign does not exceed 16 square feet and four (4) feet in height. Display of such signs shall be limited to thirty (30) days.
- 6) A maximum of one (1) real estate sign per residential or nonresidential subdivision entrance to advertise lots for sale. Such sign shall not exceed 32 square feet and five (5) feet in height and shall be removed no later than the time at which 90 percent of the lots within the subdivision have been sold. One "sales center" sign, not to exceed 16 square feet or four (4) feet in height, is permitted on the lot on which the center is located.

- 7) A maximum of one (1) real estate sign per lot frontage advertising for rent, sales, or lease a residential lot or dwelling. Such sign shall not exceed five (5) square feet and four (4) feet in height and shall be located on the property to which the advertisement is referring. The sign shall be removed when the rented or leased property is occupied by the new tenant or when the property is sold by the transfer of title to the same. Signs are not allowed off-premise.
- 8) A maximum of one (1) real estate sign per lot frontage advertising the rent, sale or lease of a nonresidential lot or structure including tenant spaces located within a structure. Such sign shall not exceed eight (8) square feet and four (4) feet in height and shall be located on the property to which the advertisement is referring. The sign shall be removed when the rented or leased property is occupied by the new tenant or when the property is sold by the transfer of title to the new owner. Signs are not allowed off-premise.

B) *Additional Signs for Service Stations*

Service stations are allowed additional signs as listed below:

- 1) Gasoline price or self-service sign located at and secured to each pump island and not exceeding nine (9) square feet. One additional gasoline price/self-service changeable copy sign, not to exceed nine (9) square feet, may be permanently located on the site separately or in conjunction with (but not in addition to) a freestanding identification sign.
- 2) An official Louisiana vehicle inspections sign shall be permitted on the business site, provided said sign does not exceed four (4) square feet and four (4) feet in height.
- 3) Signage or logos on pump island canopies are restricted to no greater than ten (10) percent of the fact of the canopy.

C) *Signs on Interior Window Glass*

Signs on interior window glass are permitted provided that they denote only special events or special sales. Such signs shall not exceed a maximum coverage of fifty (50) percent of the gross glass area on any one (1) side of the building.

D) *Permanent Changeable Copy Signs*

Permanent changeable copy signs are permitted for gasoline price signs, theaters, and restaurants with drive through windows utilizing menu boards.

E) *Special and Historic Signs*

Special and historic signs including but not limited to water towers, or of historic significance are permitted. Property owners shall make application to the Town Council for such designation of special or historic signs.

8.7.8 Prohibited Signs

The following signs are expressly prohibited within all zoning districts:

- A) A sign located in any manner or place so as to constitute a hazard to vehicular or pedestrian traffic using any public or private street, private driveway, or approach to a street intersection, or which interferes with the effectiveness of or obscures any traffic sign, device or signal.
- B) A moving sign or device, except as permitted under Sec. 8.7.7(A)(3), designed to attract attention, or any part of which moves by any means, including fluttering, rotating, or otherwise moving devices, set in motion by movement of the atmosphere or by mechanical, electrical or any other means including but not limited to, pennants and flags.
- C) A permanent or temporary flashing sign or device displaying flashing or intermittent lights or lights of changing degrees of intensity; except a sign indicating time and temperature, with changes alternating on not less than a five-second cycle.
- D) An illuminated tubing or strings of lights outlining property lines or open sales area, rooflines, or wall edges of a building, provided, that perimeter down lighting may be used if shielded to illuminate open sales area only.
- E) A sign that obstructs or substantially interferes with a window, door, fire escape, stairway, ladders, or opening intended to provide visibility, light, air, ingress or egress for a building.
- F) Portable signs, including signs painted on or displayed on vehicles or trailers usually parked in public places or a private parking lot and used primarily for the purpose of such display. Sign displayed on or attached to commercial vehicles shall not be prohibited. However, these portable signs shall not be permitted in front yards of commercial parking lots except during normal working hours. Commercial vehicles or movables containing advertisement related material must be removed from front yards of businesses after working hours.
- G) Series signs. A message, copy, or announcement, which uses a series of two (2) or more signs placed in a line generally parallel to a street, highway, or expressway carrying a single message, copy, or announcement a part of which is contained on each sign.
- H) Off-premise signs. No sign shall be permitted which directs attention to a business, profession, service, entertainment, product, or other commercial activity located on a premise other than the premise where the sign is located.
- I) Bill Board Signs as defined in Article 12.