

Preliminary Application Form For GROUND SIGN

What is a sign: A sign is any writing (including letter, work, or numeral), pictorial representation (including illustration or decoration); emblem (including device, symbol or trademark); flag (including banner or pennant); inflatable structure; or any other figure of similar character, which is:

1. A structure or any part thereof, or is attached, to painted on, or in any other manner represented on building or other structure: and/or
2. Used to announce, direct attention to, or advise.

When permits are required: Except as otherwise provided in this article, no sign shall be constructed, installed, or altered without first obtaining a zoning permit, a building permit and all other applicable permits. Application shall be made by the owner of the property on which the sign is to be displayed or by the owner's legal representative. After construction of the sign is completed the person constructing the sign shall certify to the Department of Codes Administration that the sign was legally constructed and is within the Code. All signs shall display a permanent compliance tag, to be provided by the Department of Codes Administration, upon final approval of the permit.

When permits are not required: Zoning and building permits are not required for the following: Exempt signs as defined by this title, **except** those signs which are regulated by size, height, setback, number, or duration of placement, which signs shall require a zoning permit. Painting, repainting, or cleaning of sign structure or the changing of a copy on a sign designed for changeable copy.

Non-conforming signs: signs that were issued a permit prior to the adoption of the present sign ordinance, February 8, 1993, that do not comply with the present sign ordinance are considered non-conforming. Such signs shall be brought into compliance with this ordinance if at any time such signs are altered, repaired, restored or rebuilt, such that the cost of alteration or repair, including changes in the face, exceeds fifty percent of the replacement cost of the sign at the time of application for a permit for such alteration or repair, unless the alteration or repair is caused by involuntary damage or casualty or is desired by the owner of the business existing on

the date of this amendment, in which case the fifty percent threshold will not apply and the signs may be altered or repaired to any extent. The same nonconforming sign will continue to be non-conforming if the activity type remains the same when a business changes ownership and the 50% percent threshold is not exceeded. (Example: McDonalds to Burger King, food service to food service). For purposes of this subsection, all permits within any six consecutive calendar months shall be aggregated for purposes of measuring the fifty percent threshold herein.

However, it is important to note that a single tenant sign that is on a single tenant parcel must be brought into compliance with the sign ordinance if the business activity type changes. (Example: McDonalds to The Shoe Store, food service to retail.)

A **Use and Occupancy (U&O)** permit is required prior to the issuance of a sign permit for a change in activity type. (Example: food service to retail, etc.)

Signage based on lot frontage on street. See chart below for number of ground signs permitted and maximum signage permitted.

Permissible number, area, spacing and height of on-premises signs in the CL, CS, CA, CF, SCC, SCR, IWD, IR, and IG Districts.

NOTE: THIS CHART ONLY APPLIES TO THOSE DISTRICTS SHOWN ABOVE.

The zoning districts shown on the chart represent approximately 85% of the ground sign permits issued by the Department of Codes Administration.

LOT FRONTAGE IN FEET MAX NO. OF SIGNS	MAX NO. OF SIGNS (SEE NOTE)	MAX AREA OF ANY ONE SIGN	MAX TOTAL AREA OF ALL SIGNS	MIN SIDE SET-BACK (SEE NOTE)	MIN SET-BACK TO OTHER GROUND SIGNS ON THE	MAX HEIGHT IN FEET (SEE NOTE 2)
Less than	1	150 sq. ft.	150 sq.	2 ft.	NA	40 ft.
50-99	1	198 sq. ft.	198 sq.	2 ft.	NA	40 ft.
100-199	1	288 sq. ft.	288 sq.	10 ft.	NA	40 ft.
200-299	2	288 sq. ft.	288 sq.	10 ft.	100 ft.	40 ft.
300-399	2	384 sq. ft.	384 sq.	25 ft.	100 ft.	40 ft.
400-499	3	480 sq. ft.	480 sq.	25 ft.	100 ft.	40 ft.
500 or	3	480 sq. ft.	576 sq.	25 ft.	100 ft.	40 ft.

SIGN APPLICATION FORM NEW OR REPLACEMENT SIGNS

(FORM SHALL BE COMPLETED PRIOR TO THE ISSUANCE OF GOUND PERMIT)

Provide if available:
Map: _____
Parcel: _____

Address of property:

Owner of property:

Applicants name:

Proposed business activity type:

Previous business activity type:

Contractor's name:

Metro GC #: _____

(check one)
Illuminated: _____
Non-illuminated: _____

If illuminated please provide UL #'s:
_____, _____
_____, _____

Total value of sign including improvements, installation and electrical if applicable
\$ _____

Multi-tenant occupants shall have owner of property complete allocation form on back cover or provide common signage plan.

PERMITTING A GROUND SIGN



**METROPOLITAN
NASHVILLE & DAVIDSON
COUNTY
CODES DEPARTMENT
BILL PURCELL, MAYOR**

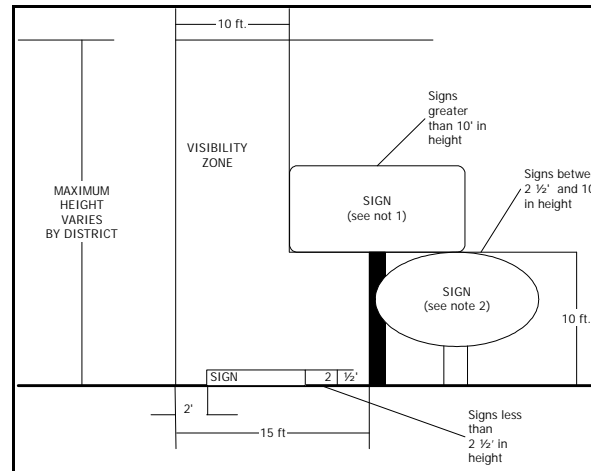
GROUND SIGN DO'S.....

1. Owners approval will be required for new ground signs for parcels with multi-tenant structures (form attached).
2. Provide site plan.
3. Provide elevation drawing of each sign proposed.
4. If sign is illuminated the UL (underwriter laboratory) numbers will be required with this form and the **electrical permit will be required to be obtained at same time sign permit is obtained** by a licensed equipment installer or electrical contractor.
5. Bring in a picture of your sign , whenever possible, when it is a face change.
6. Drawing stamped with the seal of a Registered Tennessee Engineer is required for a new free standing sign over 120 sq. ft. in size and over 15 sq. ft. in height or over 20 feet in height regardless of sq. ft. of sign. (Signs subject to these provisions when increasing in size or height of existing ground signs will require stamped drawings.)

GROUND SIGN DONT'S.....

1. The sign shall not encroach the "visibility zone", an area between a height of two and one half feet and ten feet above the street line and a distance of fifteen feet from the front property line (See illustration in diagram 1-A) except signs in the CF zoning district which must be approved by the Metropolitan Traffic Engineer.
2. The sign shall not violate the "Triangle of Visibility" on a corner lot. On a corner lot, no sign is allowed that will materially obstruct vision within the triangular area formed by the street lines at such corner lots and a straight line joining such street lines at points which are thirty-five feet distant from the intersection of the street lines and measured along said street lines. In case of rounded street lines at the intersecting streets, such measurement shall be made from the point of intersection of the tangents of the curve constituting the rounding.
3. Signs cannot project over public right-of-way (R/W) unless approved by Metropolitan Council.
4. All ground signs shall be measured from **property line** to leading edge of sign (**edge of pavement of a street is not a property line**).

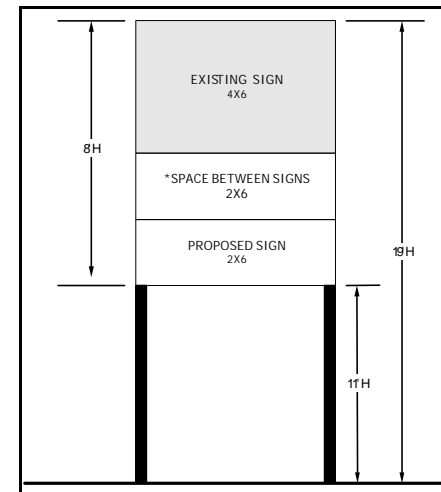
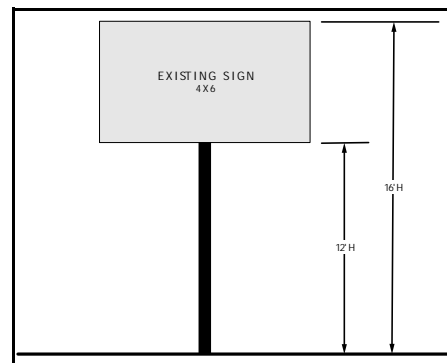
Setback restrictions in non-residential and mixed use districts



NOTE 1. There is a minimum 10 foot setback for signs with more than 10 feet of ground clearance in all districts which require a front setback.

NOTE 2. There is a minimum 15 foot setback for signs with more than 2 1/2 feet but less than 10 feet of ground clearance in all districts that require a front setback.

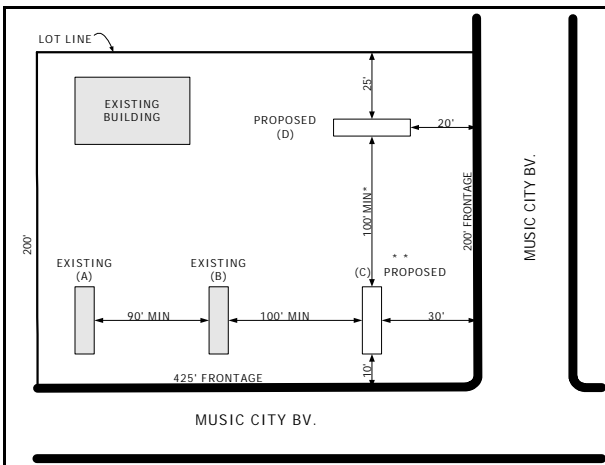
ELEVATION DRAWINGS EXAMPLE OF GROUND SIGNS



EXAMPLE OF GROUND SIGNAGE PLAN:

"Triangle of Visibility" applicable in all districts except: CC, CF, MUL and UZO.

** Provide drawing for proposed signs.



Multi-tenant occupants shall have owner of property complete 15% allocation form below or provide common signage plan.

GROUND SIGN OWNERS CONSENT FORM

DEVELOPMENT: _____

OWNER OF RECORD: _____

PROPERTY ADDRESS: _____

MAP: _____ PARCEL: _____

As owner of the referenced property, I hereby authorize and request the Department of Codes Administration to issue a ground sign permit for a free-standing sign on this property. I also certify that I understand this parcel is limited to a fixed number of ground signs and that the issuance of this ground sign permit may prohibit another ground sign being allowed on property.

Owner's Signature: _____

Title: _____

Mailing Address: _____

Phone: _____

Date: _____

For clarification of information in this pamphlet or additional information concerning signage in other zoning districts, call a zoning examiner 862-6500.

Metro Nashville Government of Nashville and Davidson County

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Business Hours 7:30 A.M. to 4:00 P.M.
Monday through Friday

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