



SIGN PERMIT APPLICATION CHECKLIST

BFP-063

Project shall be designed to the City of Mount Dora LDC, Code of Ordinance, & the locally adopted Florida Building Code.

REQUIREMENTS:

- Building Permit Application.
- Two scaled drawings of the proposed sign showing the height, size, and attachment of the proposed sign.
 - a. **Monument Signs:** Provide Engineering for windload requirements and footing detail..
 - b. **Lighted Signs:** Provide Panel number and circuit number feeding sign along with conductor, conduit, and breaker sizes.
 - c. **Neon Signs:** (Where Allowed); same as lighted plus size and location of transformer and it's disconnect.
- Two surveys showing the location and distances from other signs and all other information required by the zoning department.
- Sign Information: Diagram of signs with measurements, building frontage in feet, elevation drawings, sign specifications, location of signs, existing signs and size, landscape plan for monument type, survey/site plan,etc.
- Contractor Building Permit Exemption for certain sign types: Wall, Awning, or Window signs copy area that are 20 square feet or less; and Hanging or Projecting type signs 6 square feet in sign copy area or less. In such cases, the business owner or property owner can file a "Planning and Development Permit (zoning permit) Application (BFP-013)" without the requirement of a contractor pulling the permit, as required for all other sign types. Permit fee \$50.00 per sign.

ZONING DISTRICT	SIGN SIZE *	MAXIMUM SIZE	SIGN SETBACK	SIGN TYPE
RP	1	20 sf	-	W, P,A,S
	Monument Type	1 Bldg: 15 sf 2 or > Bldg: 30 sf	5 ft	M
OP	1	100 sf	5 ft	W,P,A,S,M,Wi
C-1	1	35 sf	5 ft	W,P,A,S,M,Wi,Ma,I
C-2	1	100 sf	5 ft	W,P,A,S,M,Wi,Ma,I
C-2 (Downtown)	1	50 sf	5 ft	W,P,A,S,M,Wi,Ma,I,Sa
C2-A	1	100 sf	5 ft	W,P,A,S,M,Wi
C-3 (<= 250ft)	1	150 sf	10 ft	W,P,A,S,M,Wi,Ma,I
C-3 (251-400 ft)	1.5	200 sf	10 ft	W,P,A,S,M,Wi,Ma,I
C-3 (>=401ft)	2	250 sf	10 ft	W,P,A,S,M,Wi,Ma,I
WP-1 & WP-2	1	150 sf	10 ft	W,P,A,S,M,Wi,Ma,I
PLI	1	100 sf	5 ft	W,P,A,S,M,Wi

- *SIGN SIZE: Sign size is determined by the number shown (in square feet) times the linear length in feet of the front of the building (side facing street).
- SIGN TYPE KEY: W = Wall P= Projecting A= Awning S= Swing M= Monument Wi =Window Ma = Marquee I= Integral SA= Sandwich
- PROHIBITED TYPE SIGNS: Pole Type

Note: This is a summary of sign requirements. See Section 6.7 of the City's Land Development Code under Signs.

6.7. Signs.

The purpose and intent of this section is to establish regulations for the fabrication, erection and use of signs and outdoor advertising displays within the city. These regulations are hereby established in order to promote the overall economic well being of the businesses in the city, while at the same time providing for the health, safety and welfare of its citizens by reducing the adverse effects of signs and displays on highway safety, building safety, property value, and the enjoyment of the scenic beauty of the city.

In no event shall any signs be erected within the City of Mount Dora except in conformance with this section.

Notwithstanding any other provision of this section to the contrary, any lawful sign erected hereunder may display a non-commercial message in lieu of a commercial message.

6.7.1. *Sign medium/location.* The following types of signs shall be allowed under the conditions indicated. Additionally, except for temporary and public signs, the following signs shall be allowed if they only indicate the name of the enterprise located on the premises or the products or services for sale thereon.

1. *Community center:*
 - a. Zoning district in which allowed—All.
 - b. Sign size—Thirty-two square feet maximum.
 - c. Other criteria:
 1. No sign may be located in the front 50 percent of required front yard.
 2. Maximum height of six feet if monument sign.
 3. Monument signs must be set back five feet from the property line.
 - d. Construction type—All.
 - e. Historic community centers.

In many instances, community centers established more than 50 years ago were constructed without regard

to setbacks. Consequently, some community centers were built immediately adjacent to or within a few feet of the center's property line, and signs related to the center were often placed either wholly or partially within the right-of-way. Therefore, ground mounted community center signs for those community centers established more than 50 years ago, which centers are constructed in violation of the setbacks established for the zoning district in question, may be placed within the right-of-way by permission of the city council, its sole and absolute discretion, upon the following conditions being met:

1. The right-of-way is the only reasonable location where a ground mounted sign can be constructed;
 2. The ground mounted sign will be set back as far from the edge of pavement as is reasonably possible;
 3. The ground mounted sign will be a monument sign of no more than six feet in height; and,
 4. The ground mounted sign is constructed in accordance with any other conditions established by the city council.
2. *Directional:*
 - a. Zoning district in which allowed—RP, OP, C-1, C-2, C-2A, C-3, WP-1, WP-2, PLI.
 - b. Sign size—Four square feet per sign.
 - c. Other criteria:
 1. One sign for each ingress point.
 2. One sign for each egress point.
 3. Three feet high maximum.
 4. Monument signs must be set back five feet from the property line.

- d. Construction type—Monument (internal illumination allowed).
- 3. *Directory:*
 - a. Zoning district in which allowed—RP, OP, C-1, C-2, C-2A, WP-1, WP-2, PLI.
 - b. Sign size—Six square feet maximum.
 - c. Other criteria:
 - 1. May only indicate:
 - a. The building name.
 - b. The address of the building.
 - c. The name of the tenants.
 - 2. The building must have more than one occupant to be allowed a directory sign.
 - d. Construction type—Projecting or wall (illumination allowed).
- 4. *Occupant identification:*
 - a. Zoning district in which allowed—RP, OP, C-1, C-2, C-2A, C-3, WP-1, WP-2, PLI.
 - b. Sign size:

<i>Zoning District</i>	<i>Size Copy Area</i>
RP	Sign types: wall, projecting, awning, and swing: 1 sq. ft. per linear foot of building frontage. 20 sq. ft. maximum Sign type (in addition to above copy area): Monument. Single Building maximum 15 sq. ft. copy area. Two or more Buildings maximum 30 sq. ft. copy area.
OP	1 sq. ft. per linear foot of building frontage. 100 sq. ft. maximum
C-1	1 sq. ft. per linear foot of building frontage. 35 sq. ft. maximum
C-2	1 sq. ft. per linear foot of building frontage. 100 sq. ft. maximum
C-2 (within downtown exempt district)	1 sq. ft. per linear foot of building frontage. 50 sq. ft. maximum
C-2A	1 sq. ft. per linear foot of building frontage. 100 sq. ft. maximum
C-3 (building setback <250 ft.)	1 sq. ft. per linear foot of building frontage. 150 sq. ft. maximum
C-3 (building setback: 251—400 ft.)	1.5 sq. ft. per linear foot of building frontage. 200 sq. ft. maximum
C-3 (building setback >401 ft.)	2 sq. ft. per linear foot of building frontage. 250 sq. ft. maximum
WP-1 and WP-2	1 sq. ft. per linear foot of building frontage. 150 sq. ft. maximum
PLI	1 sq. ft. per linear foot of building frontage. 100 sq. ft. maximum

- c. Other criteria:
 - 1. Multiple signs allowed as long as it does not exceed maximum allowable copy area, unless otherwise specified herein.
 - 2. Monument signs must be set back at least five feet in RP, OP, C-1, C-2 and C-2A zoning districts. Monument signs must be set back at least ten feet in C-3, WP-1, and WP-2 zoning districts with the exception of community center and directional signs.
 - d. Construction type:
 - 1. RP (residential/professional).
 - a. Wall, projecting, awning, swing, and monument. Note: Monument copy area is in addition to the other types signs per subsection 6.7.1.4.b).
 - b. Illumination allowed, except for awning signs.
 - 2. OP (office/professional).
 - a. Wall, projecting, awning, swing, monument, window.
 - b. Illumination allowed, except for awning signs.
 - 3. C-1 (neighborhood commercial).
 - a. Wall, projecting, awning, swing, monument, window, marquee, integral.
 - b. Illumination allowed, except for awning signs.
 - 4. C-2 (downtown commercial).
 - a. Wall, projecting, awning, swing, monument, window, marquee, integral, sandwich, pedestal.
 - b. Illumination allowed, except for awning signs.
 - 5. C-2 within downtown exempt district.
 - a. Wall, projecting, awning, swing, window, marquee, integral, sandwich, pedestal.
 - 6. C-2A (peripheral commercial).
 - a. Wall, projecting, awning, swing, monument, window.
 - b. Sandwich and menu—Along Highland Street only.
 - c. Pedestal—along Highland Street only.
 - d. Illumination allowed, except for awning signs.
 - 7. C-3 (highway commercial).
 - a. Wall, projecting, awning, swing, monument, window, marquee, integral.
 - b. Illumination allowed.
 - 8. WP-1 and WP-2 (workplace, heavy workplace).
 - a. Zoning district in which allowed—C-2 downtown exempt district, C-2 downtown commercial, and C-2A along Highland Street only.
 - b. Illumination allowed.
 - 9. PLI (public lands and institutions).
 - a. Wall, projecting, awning, swing, monument, window.
 - b. Illumination allowed, except for awning signs.
 - c. Maximum sign height—six feet.
 - d. Setback from property lines—five feet.
- 5. *Public:*
 - a. Zoning district in which allowed—All.

- b. Sign size—Unlimited. 32 sq. ft. maximum signage
- c. Other criteria:
 - 1. Must be either approved by or installed at direction of city council.
 - 2. Fifteen feet high maximum.

6. *Shopping/office center:*

- a. Zoning district in which allowed—C-3.
- b. Sign size:

<i>Gross Leasable Area</i>	<i>Sign Size Maximum Square Feet</i>
<64999	50
65000—152999	100
153000—386999	150
>387000	200

- c. Other criteria:
 - 1. Copy limited to name of shopping center and occupants of center.
 - 2. No other signs may be located on the sign structure.
 - 3. Individual elements shall be of uniform shape and size.
 - 4. Ten feet high maximum.
 - 5. One shopping center sign per site.
 - 6. Does not count against other allowable copy.
- d. Construction type—Monument.

7. *Subdivision and apartment:*

- a. Zoning district in which allowed—All.
- b. Sign size:
 - 1. Residential subdivision: 32 sq. ft. maximum
 - 2. Nonresidential subdivision: 64 sq. ft. maximum
 - 3. Apartment: 2 sq. ft. per unit,

- c. Other criteria:
 - 1. Residential subdivision.
 - a. Subdivision must be approved, platted and actively under development and sale.
 - b. No sign may be located closer than 15 feet to property under different ownership.
 - c. Eight feet high maximum.
 - d. Sign must be set back a minimum of five feet from right-of-way.
 - e. Sign may not be located within utility easement or area.
 - 2. Nonresidential subdivision.
 - a. Not allowed if office center sign in place.
 - b. Subdivision must be approved, platted and actively under development and sale.
 - c. Sign may not be located no closer than 15 feet to property under different ownership.
 - d. Ten feet high maximum.
 - e. Set back ten feet from right-of-way.
 - f. No sign may be located within a utility easement or area.
 - g. Maximum of 150 square feet of sign area.
 - h. Interior parcels not fronting on the major accessway shall conform to C-2 sign regulations.
 - i. Signage for parcels located on the primary frontage must conform to C-3 (set back less than 250 feet)

standards and be limited to occupant identification signs.

d. Construction type—Monument.

8. *Menu:*

a. Zoning districts in which allowed—C-2 downtown exempt district, C-2 downtown commercial, and C-2A along Highland Street only.

b. Sign size:

1. Sandwich—Twelve square feet maximum.
2. Wall—Three square feet maximum.
3. Pedestal—Four feet in height by two feet in width by two feet in depth.

c. Other Criteria:

1. Sidewalk: (Sandwich board or pedestal sign).
 - a. Four feet high maximum.
 - b. Five feet walking area clearance must be maintained along sidewalks.
 - c. Access to adjacent structures may not be impeded.
 - d. Only allowed for retail sales and restaurants.
 - e. Only one sidewalk sign will be allowed per business.
 - f. Release and indemnification must be provided to city.
 - g. Does not count against other allowable sign area, unless the sidewalk sign is used as a menu board in which instance it will be counted against allowable menu board signs.
 - h. A sidewalk sign may be used as a menu sign, however, only one sandwich board or pedestal sign will be allowed per business.

i. A sidewalk sign must be positioned so that it is adjacent to the building's frontage in relation to the roadway neighboring the sidewalk.

j. Maximum sign area for sidewalk signs: Six square feet for business identification along with an additional six square feet for changeable copy. Signage area allotted and used for business identification must be set as permanent copy and be permanently affixed to said sign.

k. No less than 50 percent of the area of a sidewalk sign shall consist of permanent copy for business identification purposes.

l. A business located above the first floor of a building may place one sidewalk sign on the ground level of the building in which the business is located.

d. Construction type—Sandwich, pedestal, menu.

9. *Temporary:*

a. Campaign:

1. Zoning district in which allowed—All.
2. Sign size:

Zoning District	Size Square Feet Per Side
Residential	4
Nonresidential	16

3. Other criteria:

- a. Signs must be removed no more than ten days after election.
- b. Signs may not be placed prior to qualifying for the election in question.

c. One campaign sign per candidate per parcel will be allowed.

d. Campaign signs located on city property or rights-of-way shall be removed immediately.

4. Construction type, including all signs approved in subsection 6.7.2, with the addition of pole signs.

b. Construction sign:

1. Zoning district in which allowed—All.

2. Sign size:

<i>Zoning District</i>	<i>Size Square Feet One Side Only</i>
Residential	8
Nonresidential	32

3. Other criteria:

a. Signage may only denote owner, architect, engineer, contractor, subcontractor, lending institution, and/or a statement related to the construction project.

b. Signs must be removed no more than 15 days after construction activity has ceased.

c. Signs must be set back ten feet from any property line.

d. Only one sign per parcel will be allowed.

4. Construction type—All signs approved in subsection 6.7.2, and including pole signs.

c. Real estate:

1. Zoning district in which allowed—All.

2. Sign size:

<i>Zoning District</i>	<i>Size Square Feet Maximum</i>
Residential	4
RP, C-1, C-2, and C-2A	8
OP	16
Other nonresidential	32

3. Other criteria:

a. Signs must be set back 15 feet from side and five feet from the right-of-way in commercial, office and industrial areas.

b. Traditional sign riders shall be allowed.

c. Must be removed upon consummation of sale.

d. Ten feet high maximum.

e. Only one sign allowed per parcel of land.

4. Construction type—All signs approved in subsection 6.7.2, and including pole signs.

d. Subdivision development:

1. Zoning district in which allowed—All.

2. Sign size—Thirty-two square feet maximum, one side only.

3. Other criteria:

a. The sign must advertise a subdivision which is approved, platted, and under active development and sale.

b. Signs may not be located closer than 15 feet from any property under different ownership.

c. Ten feet high maximum.

d. Only one sign will be allowed per subdivision.

e. One year approval only.

f. Six-month extension by zoning official only if less than 50 percent developed.

4. Construction type—All signs approved in subsection 6.7.2, and including pole signs.
10. *Historic monument sign*: Individual sites listed on the National Register of Historic Places are allowed an off-site or on-site monument type sign with the conditions and criteria indicated below:
- a. Signs are restricted to individual sites listed on the National Register of the United States National Register of Historic Places (NRHP) located within the C-2 Downtown Commercial Zoning District.
 - b. Signs may be located on private property or within the city's public right-of-way provided they do not conflict with utilities (above or underground), pedestrian or vehicle site visibility, or other physical features.
 - c. Architectural design, materials, and exterior color scheme of the monument sign structure must be consistent with the historic character of the downtown area and in keeping with the architecture of the primary building.
 - d. Landscaping consisting of shrubs is required around the sign structure.
 - e. Exterior lighting is allowed.
 - f. Maximum sign copy area shall not exceed 50 square feet.
 - g. Maximum height shall not to exceed six feet.
 - h. Sign height excludes decorative lighting fixtures, appurtenances, or similar design features that are integral part of the sign.
 - i. Approval by the city council is required prior to issuance of a sign permit.
 - j. The city council may impose various or additional design requirements, size limitations, height restrictions, or other features that are in keeping with the intent of the historical identification and scale of the surrounding area at the city's sole discretion.

6.7.2. *Sign construction.* No sign shall be constructed, installed, or erected within the City of Mount Dora unless the sign is included within one of the following construction classifications:

1. *Awning sign:* Information painted on, or imprinted on, awnings. An awning is defined as a sheltering screen, usually of canvas fabric, extending over or before any place which has windows, doors, outside walks or the like, and providing shelter or protection against the weather. Awning signs shall be calculated as a portion of the square footage allowed for on the site as outlined in this section.
2. *Illuminated sign:* Any sign illuminated in any manner by an artificial light source.
3. *Integral sign:* Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials mounted on the face of a building. This definition shall include memorial plaques placed on city-placed benches for public seating. Integral signs shall not be computed in the total allowable signage on the site.
4. *Marquee sign:* Any sign attached to and made a part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.
5. *Monument sign:*
 - a. *C-3, WP-1, and WP-2 zoning districts:* A sign which has the vertical structure supports concealed in an enclosed base. The width of such enclosed base shall be equal to at least the horizontal width of the sign surface. A planter structure or alternative landscaping shall enclose the foot of the base. The planter shall be between two and three feet in height above the ground, with a minimum length equal to the width of the sign and a minimum width of three feet. The base and planter shall be of brick or compatible material matching the finish of the primary structure. In lieu of a brick planter the sign may be located in a landscaped buffer provided low-growing shrubbery is planted to conceal the base of the sign. Monument signs may not be located closer than ten feet from the adjacent right-of-way. Maximum height of the sign shall be ten feet.
 - b. *OP, C-1, C-2, and C-2A zoning districts:* A sign in which the base of the vertical structural supports are concealed within an enclosed base. The base shall be a planter structure between two and three feet in height above the ground with a length equal to at least the width of the sign and a minimum width of three feet. The sign shall be of solid material with no air space between individual sign components nor between the base of the sign and the top of the planter base. In lieu of a planter the sign may be located in a landscaped buffer provided low-growing shrubbery is planted to conceal the base of the sign. Monument signs may not be located closer than five feet from the adjacent right-of-way and may not obstruct any sight triangles at intersections or driveways. Maximum height of the sign shall be six feet.
 - c. *RP zoning district:* Monument sign criteria shall be as follows:
 1. Maximum one monument sign per site.
 2. Maximum sign height: Five feet.
 3. Maximum monument sign copy area (this is in addition to the 20 square feet allowed for signs under section 6.7.1.4.b for the RP zoning district):
 - a. Maximum sign copy area for single building: 15 square feet.

2. Sign size—Maximum size of outdoor advertising signs shall not exceed a maximum gross area of 120 square feet.
 3. Outdoor advertising signs:
 - a. Shall be permitted only if approved as a conditional use in industrial zoning.
 - b. Shall be set back in accordance with the applicable building setback requirements for zoning district, but shall not be allowed within 100 feet of any public right-of-way and shall not be located nearer than 200 feet to a residential district.
 - c. Shall be no closer than 2,000 feet from any other outdoor advertising sign, nor closer than 100 feet from any occupant identification sign on the same side of the road.
 - d. The number of signs on any one street shall be limited to a maximum of two in any ten-mile distance if these signs advertise the same business, product or activity.
 - e. No single-faced billboard shall have an interior angle from road to face of sign in excess of 30 degrees, and shall be installed as to minimize a view of the rear of a sign. No multi-faced outdoor advertising sign shall be permitted.
 - f. No sign may project more than 15 feet in height or above the crown of the road which the sign is designed primarily to serve.
- 6.7.4. *Prohibited signs.* The following signs are prohibited within the City of Mount Dora:
1. Banner.
 2. Bench.
 3. Freestanding. (With the exception of pedestal signs and sandwich boards where expressly permitted by this section.)
 4. Offsite, which are defined as sign erected except on the premises other than the goods, services, or occupants listed or advertised upon the sign in question are located. Except those signs permitted in subsection 6.7.3 above.
 5. Pole, except if erected as a public sign or temporary sign under subsection 6.7.1.
 6. Roof, except those roof signs attached to the lower vertical section of a gambrel roof located in the C-2 and C-2A zoning districts.
 7. School bus stop shelters used for advertising shall be prohibited in all districts.
 8. Snipe.
 9. Signs which in any way simulate emergency vehicles, traffic control signs and devices, or directional, informational, and warning signs which are erected or maintained by the State of Florida, a political subdivision thereof, or by any railroad, public utility or similar agency concerned with the protection of the public health and safety.
 10. Any private sign placed on public property, unless authorized by the zoning official.
 11. Any vehicle with a sign or signs attached thereto or placed thereon subject to the following exceptions:
 - a. Any vehicle parked on private property when parked within the confines of a building or in some other manner which provides for effective screening so as not to allow the sign or signs on the vehicle to be viewed from any public street.
 - b. Any vehicle upon which is placed a sign identifying the firm or its principal products if such vehicle is one which operated during the normal course of business.
 - c. Buses, taxicabs and similar common carrier vehicles which are licensed or certified by the city.
 12. Except as provided elsewhere in this section any sign incorporating or consisting of banners, pennants, ribbons, streamers, spinners or wind-operated devices. These

devices, when not an integral and functional part of any sign, are similarly prohibited.

13. Any advertisement which uses a series of two or more signs placed in a line parallel to the highway or in a similar fashion, and carrying a single advertising message, part of which is contained on each sign.
14. Any sign which the Mount Dora Police Department determines obstructs the sight-line at intersections and/or public or private driveways.
15. Any sign which incorporates a beacon light or lights as defined herein.
16. Any sign which utilizes intermittent or flashing illuminating devices and which results in changing light intensity, brightness or color, or which is constructed and operated so as to create an appearance or illusion of motion or rotates; however, electronically controlled message centers and signs which provide public service time, temperature and date, which automatically change, shall be excluded from this prohibition.
17. Balloon signs.
18. Any sign not specifically allowed in subsections 6.7.1, 6.7.2, and 6.7.3 above.
19. Outdoor mobile sandwich board sign. An outdoor mobile sandwich board sign consists of two placards fastened together at the top with straps supported on the shoulders of the carrier.
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6.7.5. *Other regulations.* The following standards shall apply to all signs within the City of Mount Dora:

1. *Frontage calculations:*
 - a. If the building has multiple frontage with architectural design to indicate

front street orientation to both frontages, an additional sign area of one square foot for each linear foot of building front shall be allowed.

- b. In developments and shopping centers where creative designs are utilized and the building has no adjacent public street frontages, the customary building frontage shall be utilized to determine the building frontage.
- c. For purposes of this subsection 6.7.5.1, "architectural design to indicate front street orientation" shall mean:
 1. For new construction to which the architectural guidelines found in subsection 6.13.3 apply, those design characteristics required in subsection 6.13.3 for front facades.
 2. For existing structures of 20,000 square feet of gross building area or more, the facade in question must have a minimum of a public entry and be comprised of 55 percent windows or must be comprised of a minimum of 60 percent windows with no public entry. For existing structures between 5,000 and 19,999 square feet, inclusive, of gross building area, the facade in question must have a minimum of a public entry and be comprised of 45 percent windows or must be comprised of a minimum of 55 percent windows with no public entry. For existing structures of less than 5,000 square feet of gross building area, the facade in question must have a minimum of a public entry and be comprised of 35 percent windows or must be comprised of a minimum of 50 percent windows with no public entry. Windows shall not appear to be false or applied.

2. *Copy calculations.* In computing sign area in square feet, standard mathematical forms for known common shapes will be used. In the case of irregular shapes, straight lines drawn closest to the extremities of the shape will be used. On any sign with more than one face, only the face or faces visible from any one direction at one time will be counted; provided, however, that all faces of a multi-faced sign shall be equal in size and contained within a common perimeter. Double-faced ground signs with an interior angle of greater than 30 degrees will be considered two signs for square footage calculations.
3. *Location.* One ground-mounted (monument) sign may be permitted when the lot upon which it is to be placed has a minimum of 40 linear feet of frontage. If any lot shall have 40 linear feet or more of frontage, then no ground sign shall be erected closer than 40 feet to any other ground sign. No part of any such sign shall be located within five feet of any right-of-way in OP, C-1, C-2, or C-2A zoning districts nor within ten feet in C-3, WP-1, or WP-2 zoning districts, nor be located to interfere with the sight triangle of an intersection.
4. *Flags.* Up to two flags of up to 24 square feet each may be located on any nonresidential site. Other flags designed as attention getting devices are prohibited.
5. *Illumination of signs.* Any light from any illuminated sign shall be shaded, shielded or directed so that the light intensity or brightness shall not adversely affect the surrounding or facing premises or affect adversely the safe vision of operators of vehicles moving on public or private roads, highways or parking areas. Light shall not shine directly on or into residential structures.
6. *Exposed sign structure.* No structure or framework may be exposed by removal of sign faces or advertising copy for a period in excess of ten days without approval from the zoning official.

7. *Maintenance.* All parts and supports of any sign shall be maintained, treated and/or painted so as to be safe, prevent rust or deterioration, and to maintain their appearance.

8. *Signs in WP-1 and C-3 districts:*

- a. All signs shall be located at least 20 feet from all property lines in all WP-1 zoned districts.
- b. All signs in WP-1 and C-3 zoned districts shall maintain the minimum distance from all residential districts as follows:

<i>Zoning District</i>	<i>Minimum Distance (feet)</i>
R-1AAAA	500
R-1AAA	400
R-1AA	300
R-1A	200
R-1	150
R-1B	100
R-2	100
R-3	100

9. *Abandoned signs.* Nonconforming signs shall be removed by the owner or lessee of the premises upon which a sign is located when the business which a sign advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign within 90 days from the termination of the business which was conducted on the premises, the zoning official shall order removal in accordance with this article. Conforming sign structures may be retained if the message is deleted.
10. *Historical signs.* Any sign determined to possess historical value by the Mount Dora Preservation Committee will be allowed to remain, be repaired and maintained notwithstanding any provision of this section.
11. *Sign height.* The height of any sign shall be measured as the difference between the highest point of the structure and the grade of the site directly adjacent to the

sign base. For purposes of this measurement, any mounding of the site upon which the sign is located shall be considered part of the sign base.

6.7.6. *Nonconforming sign.*

1. Any sign which existed and was maintained at the time this section became effective may continue in existence, although such sign does not conform to all of the provisions contained herein, except as provided in subsections 2. or 5. below, provided, that all such nonconforming signs and their supporting members shall be completely removed from the premises or brought into conformance not later than five years from the effective date of these land development regulations, unless allowed to remain by state law.
2. Any sign which lawfully existed on property annexed into the city limits of the city may continue in existence, although such sign does not conform to all of the provisions contained herein, except as provided in subsection 5. below, provided, that all such nonconforming signs and their supporting members shall be completely removed from the premises or brought into conformance not later than five years from the date of annexation; and further providing, that nothing herein shall be construed as permitting the continuance of any prohibited sign.
3. Requirements. No existing nonconforming sign shall be altered structurally, repaired or moved unless brought into conformance with the requirements of this article; however, this restriction shall not apply to the change of copy or changeable copy signs. "Repaired" shall mean repairs which cost in excess of 50 percent of the replacement cost of the sign, such cost of repairs to include the cost of labor and material.
4. No sign shall be considered to be a nonconforming sign if it was erected without the approval of the zoning official and a building permit having been obtained or if the sign was erected contrary to the pro-

visions or limitations of a building permit. Any such sign shall be considered unlawful and shall be subject to removal in accordance with the provisions of this article.

5. Freestanding, menu, sandwich, and window signs, and signs which cost less than \$200.00 and which do not meet the requirements herein shall be completely removed from the premises or brought into conformance immediately upon the effective date of these regulations.

6.7.7. *Building permit required.*

1. No person shall erect, alter, repair or relocate any sign without first obtaining a building permit for such work from the city. No permit shall be issued until the zoning official determines that such work is in accordance with the requirements contained in this article.
 - a. Drawing: Every application shall be accompanied by a scaled drawing of the proposed sign showing the locations, height, size and distances from other signs, where applicable, and all other information required to determine zoning compliance.
 - b. All signs shall be designed and installed in compliance with the requirements of the building and electrical codes of the City of Mount Dora.
 - c. Exception for changeable copy sign: The changing of advertising copy or message on signs which are specifically designed for the use of replaceable copy shall not require a building permit.
 - d. Fees: Fees shall be adopted by the city by resolution, and may be amended from time to time as appropriate.
2. Upon receipt of a fully completed application, a permit shall either be issued or denied within ten working days thereof. A permit not issued within this ten-day period shall be deemed to be denied. An

applicant who has been denied a permit hereunder or who has been granted a permit with conditions may appeal such denial or grant with conditions to the planning and zoning commission. Any such appeal must be filed in writing within ten calendar days of the permit denial or grant with conditions. Any such appeal shall be scheduled for the next available planning and zoning commission meeting. The appeal before the planning and zoning shall be *de novo*. Any person aggrieved by a decision of the planning and zoning commission may file a petition for writ of certiorari in the Circuit Court of the Fifth Judicial Circuit in and for Lake County, Florida. In order to be valid, any petition for writ of certiorari must be filed within 30 days of the date of final action by the planning and zoning commission.

(Ord. No. 714, § 21, 4-7-98; Ord. No. 751, §§ 14, 15, 12-7-99; Ord. No. 806, § 1, 2-5-01; Ord. No. 790, § 5, 7-17-01; Ord. No. 801, § 1, 12-4-01; Ord. No. 849, §§ 20—23, 6-15-04; Ord. No. 2007-934, § 10, 2-20-07; Ord. No. 2007-943, § 2, 5-15-07; Ord. No. 2008-1012, §§ 2—5, 8-5-08; Ord. No. 2008-1025, § 2, 12-2-08; Ord. No. 2009-11, § 2, 6-16-09; Ord. No. 2009-12, § 1, 7-7-09; Ord. No. 2009-21, §§ 2, 3, 4, 3, 4, 5, 12-1-09; Ord. No. 2010-03, §§ 3, 4, 4, 5, 2-16-10; Ord. No. 2011-03, §§ 4, 5, 3-15-11; Ord. No. 2013-13, § 2(Exh. A), 10-1-13; Ord. No. 2013-20, § 2, 11-19-13)

6.8. Reserved.

Editor's note—Ord. No. 2021-11, § 8, adopted August 21, 2012, repealed the former section 6.8, and enacted similar provisions in a new Chapter 23 in the Code of Ordinances. The former section 6.8 pertained to similar subject matter and derived from Ord. No. 905, § 1, 9-15-06.

LAND DEVELOPMENT CODE

SIGN CODE DEFINITIONS

Apartment sign: A sign designating the name of a particular apartment complex which is erected at an entryway.

Awning sign: Information painted on, or imprinted on, awnings. An awning is defined as a sheltering screen, usually of canvas fabric, extending over or before any place which has windows, doors, outside walks or the like, and providing shelter or protection against the weather. Awning signs shall be calculated as a portion of the square footage allowed for on the site as outlined in this code.

Balloon sign: A bag of varying types of material, inflated with gas, either attached to or located on a site used for the purpose of attracting attention to the business or location.

Banner sign: Any sign intended to be hung either with or without frames, possessing characters, letters, illustrations or ornamentation's applied to paper, plastic or fabric of any kind. National flags, flags of political subdivisions, symbolic flags of any institution or business, or information painted or imprinted on awnings, as defined in this article, shall not be considered banners for the purpose of this article, such definition shall not include over-highway announcement signs erected by the city.

Bench sign: A sign located on any part of the surface of a bench or seat placed on or adjacent to a public right-of-way, except for publicly installed bench signs.

Campaign sign: A sign which announces or promotes a candidate for election to public office.

Community center sign: A sign associated with and erected by a community center. For this purpose, community centers are defined as those building or structures open to the general public which are owned and operated by a governmental, public, or not-for-profit for the purpose of hosting an assemblage of persons.

Construction sign: Any sign giving the name or names of principal contractors, architects and lending institutions responsible for construction on the site where the sign is placed, together with other information included thereon.

Directional sign: A sign of a variety that indicates ingress and egress points only. The intent of these signs is to allow for vehicular visibility to access points for nonresidential development. Directional language and logos may be incorporated into the sign design but may not exceed the sign area requirements.

Directory sign: A sign on which the names and locations of occupants or the use of a building is given. This shall include office building and church directories.

Freestanding sign: Any mobile or portable sign structure, not structurally secured to the ground or to any other structure.

Ground sign: A sign which is supported by structures in or upon the ground and independent of support from any building.

Illuminated sign: Any sign illuminated in any manner by an artificial light source.

Integral sign: Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials mounted on the face of a building. This definition shall include memorial plaques placed on city-placed benches for public seating.

Marquee sign: Any sign attached to and made a part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

Menu board: A sign which carries only the name of a restaurant and the current list and prices of food or food preparations available in that restaurant.

Monument sign: A sign which has the vertical structure supports concealed in an enclosed base.

Nonconforming sign: Any sign which does not conform to the regulations of this code.

Occupant identification sign: Any sign which carries only the name of the firm, major enterprise or products offered for sale on the premises, lot or parcel of land.

Outdoor advertising sign: Sign which advertises a business, organization, event, person, place or thing not on the premises of said business, organization, event, person, place or thing.

Parcel or parcel of land: A contiguous quantity of land in possession of, owned by, or recorded as property of the same claimant person in the Public Records of Lake County, Florida, as of the effective date of this code or as may be subsequently recorded pursuant to the City of Mount Dora Land Development Regulations.

Pedestal sign: A movable sign constructed of permanent materials able to withstand the elements and supported by a base so as to allow the sign to stand in an upright position.

Person: Any and all persons, natural or artificial, and includes any individual, firm, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest, or any other legal entity.

Pole sign: A sign placed on or affixed to a pole which is not concealed from public view.

Prohibited uses: Those land uses that are specifically forbidden in a particular zoning district.

Projecting sign. Any sign other than a wall sign affixed to any building or wall whose leading edge extends beyond such building or wall and projects no more than 48 inches beyond the face of such wall. All projecting signs shall maintain a seven-foot vertical clearance from public or private sidewalks, walkways or paths.

Public sign: Governmental information or direction signs, historical markers, signs relating to national defense and security and other emergency signs, and ornamental signs of a permanent character displaying only the name of a commonly known and accepted name of a section of the city, deemed by the city council to be of general public interest, may be located in any zoning district.

Public signs shall also include street banner signs at city designated locations which meet the following criteria:

1. The applicant is a public body or is a fraternal, benevolent, charitable, eleemosynary, philanthropic, altruistic, civic, community, veteran, educational organization or other organization of like or similar nature;
2. The sign solely advertises an event, function or thing of general public interest;
3. The location of the sign will not interfere with the traffic or public safety;
4. The copy of the sign does not violate any provision of this article;
5. Signs shall be permitted for a maximum of 14 days.

Real estate sign: Any sign which is used to offer for sale, lease or rent the property upon which the sign is placed.

Right-of-way (ROW): Land dedicated, deeded, used or to be used for a street, alley, walkway, boulevard, public facility, drainage facility, access for ingress and egress, or other purpose by the public, certain designated individuals or governing bodies.

Roof sign: Any sign erected or constructed wholly upon and over the roof of any building and supported solely on the roof structure.

Sandwich board: A two-sided, self-supporting sign with the base of the sign being the supporting structure and the connecting point located at the top of the sign.

Shopping center: A group of retail stores, planned and developed for the site upon which they are built, with off-street parking provided on the property.

Sidewalk sign: A sandwich board or pedestal sign.

Signs: Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter, inflatable device, or illuminated surface,

which shall be so constructed, placed, attached, painted, erected, fastened, or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine, or merchandise, whatsoever, which is displayed in any manner whatsoever.

Site: Any tract, lot, or parcel of land or combination of tracts, lots, or parcels of land which is in one ownership, or contiguous and in diverse ownership where development is to be performed as part of a unit, subdivision, or project.

Snipe sign: Any sign of any material whatsoever that is attached in any way to a utility pole, tree, fence post or any other similar object, or placed within public property or within a public right-of-way without city approval.

Subdivision development sign: A sign advertising a subdivision development of property which donates the owner, developer, architect, construction contractor(s) and or lot layout.

Subdivision sign: A sign donating the name of a subdivision for means of identifying the development. Subdivision signs may be placed on entry walls or be constructed as a separate monument sign. In nonresidential subdivisions, these signs shall not be calculated toward the allowable sign over area for any particular site. These signs must be located at the entrance to the subdivision.

Swing sign: Any sign projecting from an angle or the outside wall or walls of any building, or from an awning, which has a horizontal dimension equal to or exceeding its vertical dimension, and which is suspended from a projecting structure in such a manner that the sign itself, or any part thereof, is not attached to the building or wall.

Trailer sign: Any sign on a vehicle normally licensed by the State of Florida as a trailer and used for advertising or promotional purposes.

Wall sign: Any sign painted on or attached to an erected structure parallel to the face of, or erected and confined within the limits of, the outside wall of any building and supported by such wall or building and which displays only one advertising surface.

Window sign: Any sign placed inside or upon a window facing the outside and which is intended to be seen from the exterior. Permanently attached signs (i.e. illuminated, painted, affixed by mechanical means, etc.) shall be calculated in the total allowable sign area. Temporary and signs integrally related to business operation (i.e. open/closed signs, hours of operation, etc.) shall be allowed but not be included in the allowable copy area. Signs attached to supporting structures inside the business but oriented to customer or vehicular traffic shall be considered permanent window signs.

[See Chapter VIII for Complete Land Development Code Definitions]

OTHER REGULATIONS

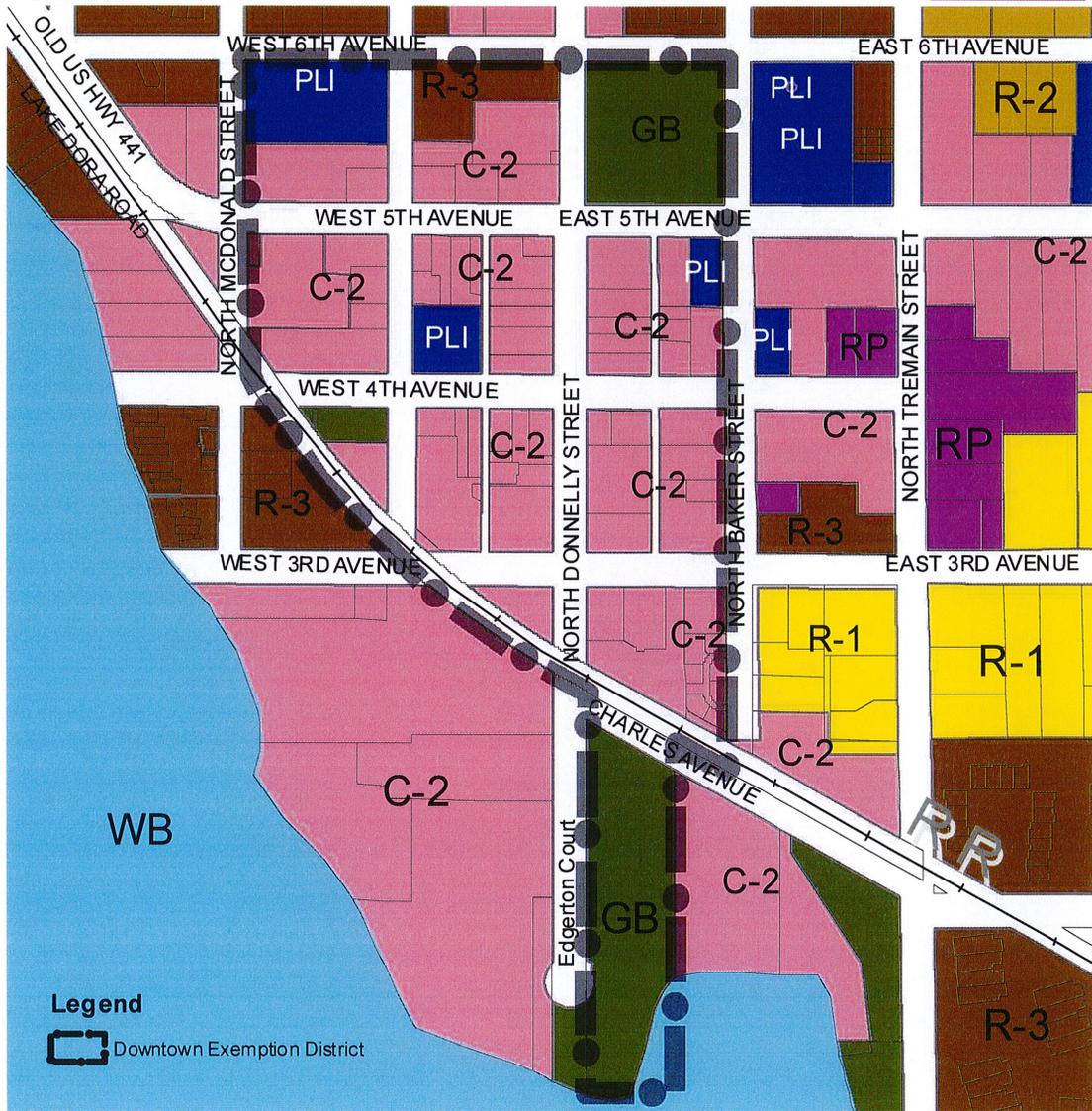
- **Flagpoles** may not exceed 35 feet in height (Section 3.5.6 LDC).
- **PUD** - Planned Unit Developments may contain additional signage criteria and requirements. Contact Planning and Development Department to obtain copies of individual PUD ordinances and master plans for site specific signage.



City of Mount Dora C-2 Downtown Exempt District Map



Date: 4/4/2014



Legend

 Downtown Exemption District