

KEY EXCERPTS FOR SIGN REGULATIONS

DEVELOPMENT CODE, CHAPTER 4: SIGN REGULATIONS

Any regulation governing Signs contained in the zoning regulations govern over any conflicting provision contained in this Chapter.

PROHIBITED SIGNS

The list below provides a summarized list of prohibited signs. Please refer to the Development Code Chapter 4, Article I, Section 4-5 for a complete list of prohibited signs.

- Revolving/moving Signs
- Portable Signs
- Deteriorated/dilapidated/unsafe Signs
- Signs on Trees and Shrubs
- Signs on City-owned Building, facility, structure, or equipment without consent
- Illuminated Signs creating a traffic safety hazard (refer to development code for details)
- Electronic Signs
- Off-premises Wall Signs
- Human Signage (Example: costumes, handheld signs)

(Refer to Sec.4-5 for detailed regulations)

EXEMPTIONS

The following types of Signs may be constructed without the use of a permit. For additional clarification please refer to the City of Sugar Land Development Code Chapter 4, Article I, Section 4-4.

- Governmental Signs
- Private traffic control
- Railway Signs
- Utility and hazard Signs
- Plaques
- Mailboxes and addresses
- Vehicle signs
- Athletic field signs facing inward or internally
- Signs not visible from Street
- Holiday Signs
- Unused Signs
- Signs on outdoor machines, devices and equipment
- Political signs meeting these requirements:
 - Less than 36 square feet.
 - Less than 8 feet high
 - Cannot be illuminated or electronic
 - Cannot have any moving element
- Signs permitted by court order

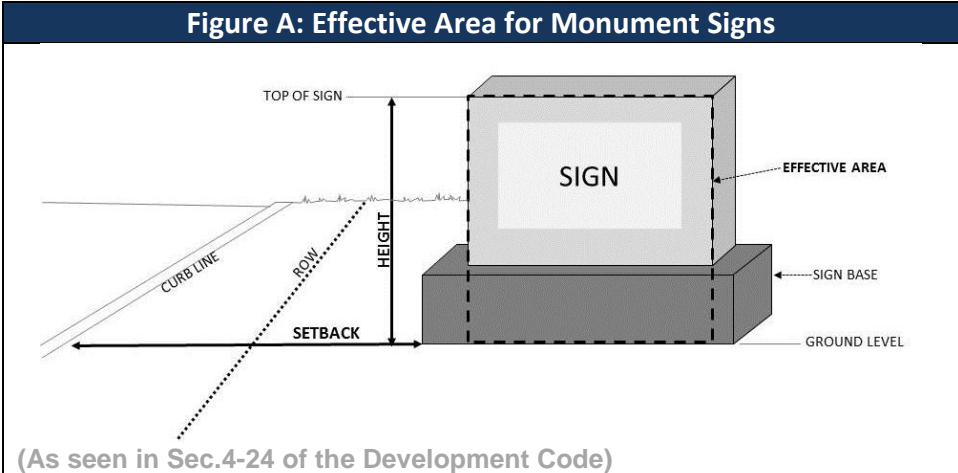
(Refer to Sec.4-4 for detailed regulations)

FREESTANDING SIGNS

The following sections classify freestanding signs into three different categories: Monument Signs, Temporary Freestanding Sign (Type I), and Temporary Freestanding Sign (Type II).

MONUMENT SIGNS

- *Size.*
 - For Monument Signs, the Effective Area includes the entire Structure on which the Sign is placed or mounted, including only the portion of the Sign Base that extends directly below the Sign Face. (See Figure A below)



- The Table 1 below details size requirement for Monument Signs:

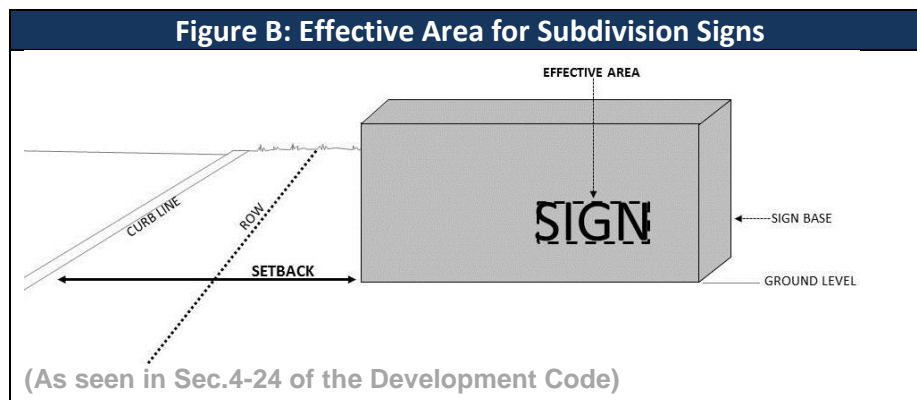
Table 1: Requirements for Monument Signs			
REQUIREMENTS	RESIDENTIAL ZONING DISTRICT	NONRESIDENTIAL ZONING DISTRICT	
		Frontage Not on US HWY 59	Frontage on US HWY 59
Maximum Effective Area (sq. feet)	36	60	100
Maximum Height (feet)	4	6	10
Minimum Setback (feet)	10	10	10
Number of Signs per feet of frontage*	1/500	1 for the first 125, 1 for each additional 125	1 for the first 125, 1 for each additional 125

*This regulation also applies for Temporary Freestanding Signs Type I and Type II

(As seen in Sec.4-24 of the Development Code)

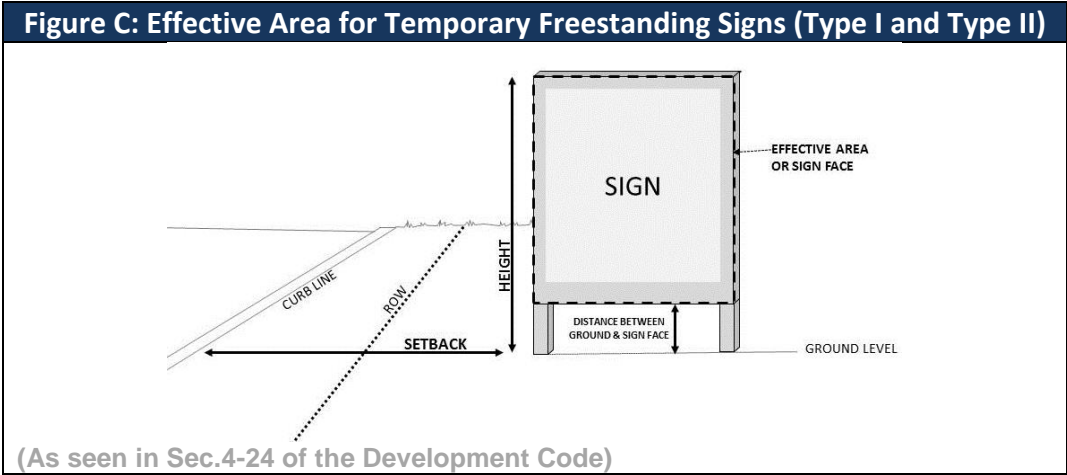
- *Location.* Additional spacing requirements for Monument Signs are as follows:
 - Not be within 50 feet of another Freestanding Sign on another premises
 - Not be within 125 feet of another Freestanding Sign on the same premises
 - An Off-premises Monument Sign may not be within 2,000 feet of another Off-premises Freestanding Sign

- May not be placed or located within the public right-of-way unless the City gives its written consent to the encroachment
- **Materials.**
 - Shaped as cylinder, block, rectangle, or square, from ground level to the highest portion of the Sign.
 - Masonry, metal, routed wood planks or beams, and/or durable plastic
- **Permit**
 - It is unlawful for any person to place, locate, relocate, erect, construct, replace or alter the size or shape of any part of a Monument Sign, including the face or other integral part, or to thereafter make use of a Sign without having first secured a Sign permit from the City as required, except as otherwise provided in this Chapter.
 - A Sign permit is NOT required to repaint a Sign or to restore a Sign to its original condition, or to periodically change only the letters, numbers or message portion of a Sign.
 - Unless earlier revoked, a Sign permit to construct, erect or place a Monument Sign is valid for 180 days from the date of issuance.
- **SIZE EXCEPTION FOR MONUMENT SIGNS IN M-1 DISTRICTS**
 - Any real property located in an M-1 zoning district that would be allowed to have three (3) or more Monument Signs under Table 1 of this Chapter, may choose to have one (1) Monument Sign with a maximum Effective Area of 100 feet and another Monument Sign with a maximum Effective Area of 60 square feet, in lieu of all other Monument signs allowed under Table 1.
- **OFF-PREMISES SIGNS IN THE ETJ**
 - The regulations of Table 1 applicable to Nonresidential Zoning Districts apply to all Off-Premises Monument Signs located in the City's extraterritorial jurisdiction regardless of land use.
- **MANNER OF MEASUREMENT FOR SUBDIVISION SIGNS:** measured by the length and height of the Sign Face or display area only, not including the measurements of the support structure as shown below in Figure B.



TEMPORARY FREESTANDING SIGNS (TYPE I AND TYPE II)

Below are general requirements for BOTH Type I and Type II Signs.



Residential Zoning District	1 per 500 feet
Nonresidential Zoning District	1 for the first 125 feet and 1 for each additional 125 feet
Same Premises	125 ft. or more
Other Premises	50 ft. or more
Public Right-of-Way	Not Allowed unless City grants written consent to encroachment

TEMPORARY FREESTANDING SIGN (TYPE I)

No permit is required to erect and maintain one (1) Type I Sign on any one (1) Premises for a maximum of 75 days in any one (1) calendar year if the sign follows the regulations below.

- *Size.* Refer to Figure C above for graphic description of Effective Area.
 - Effective Area—32 sq. ft. or less
 - Height —ten (10) feet or less
- *Location.*
 - Setback—minimum of ten (10) feet from the curb
 - Spacing
 - i. Please refer to the Table 1 above regarding Number of Signs allowed.
 - ii. Please refer to Table 2 above regarding Spacing Requirements.
- *Materials.*
 - Must be made of plywood, fiber cement board, or durable plastic.
 - May not be lighted or illuminated and may not be an Electronic Sign
- *Permit.*
 - After the 75th day of display, the Type I Sign automatically changes to Type II Sign classification and must comply with Type II Sign regulations.
- *Additional Regulations.* Type I Signs shall not contain Off-Premises Advertising.

TEMPORARY FREESTANDING SIGNS (TYPE II)

A permit, valid for one (1) year and renewable for one (1) additional year, may be issued for one (1) Type II Sign on any 1 premises if the sign follows the regulations below.

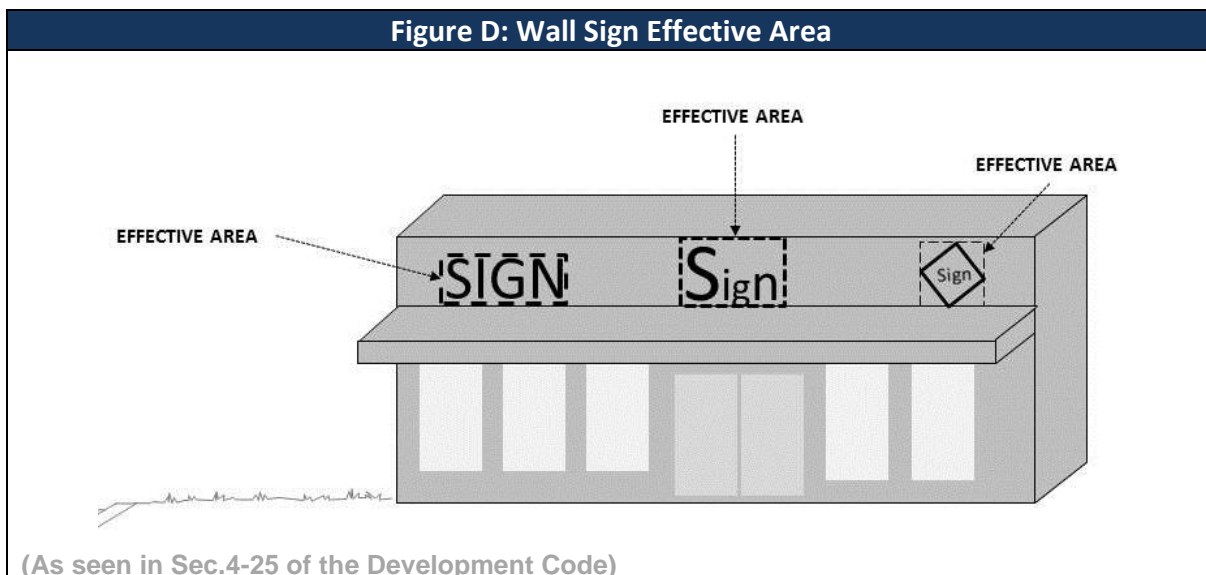
- *Size.* Refer to Figure C above for graphic description of Effective Area.
 - Dimensions of the Type II Sign must be 4 ft. in width and 8 ft. 6 inches in height
 - Plywood Face of the sign is 4 ft. in width, 8 ft. in height and extends down to within 6 inches of the ground
 - No part of the frame or posts extend beyond the Sign faces at side or top of the Sign
- *Location.*
 - Setback—ten (10) feet from the curb
 - Spacing
 - Please refer to Table 1 above regarding Number of Signs allowed.
 - Please refer to Table 2 above regarding Spacing Requirements.
 - An Off-premises Temporary Freestanding Sign (Type II) may not be located within 2,000 feet of another Off-premises Freestanding Sign.
- *Design and Materials.*
 - The face is fabricated of half inch (½”) thick medium density overlay plywood of treated wood or fiber cement board mounted on both sides of a frame
 - Sign is anchored by two (2) “four by fours” treated wood posts anchored in sand filled hole extending down at least two (2) feet in the ground
 - Face is secured to the frame by galvanized nails or screws installed with the heads flush to surface. All Seams are tight, holes are filled and sanded smooth and all surfaces are coated with primer and painted with exterior grade semi-gloss exterior paint
 - May not be electronic, lighted or illuminated
- *Permit.*
 - Unless earlier revoked, a Sign permit to construct, erect or place a Temporary Freestanding Sign (Type II) is valid for 180 days from the date of issuance.

(Refer to Sec.4-24 for detailed regulations)

WALL SIGNS

It is unlawful for any person to place, locate, relocate, erect, construct, replace or alter the size or shape of any part of a Wall Sign, including the face or other integral part, or to thereafter make use of a Sign without having first secured a Sign permit from the City. Unless earlier revoked, a Wall Sign permit to construct, erect or place a Wall Sign is valid from **180** days from the date of issuance.

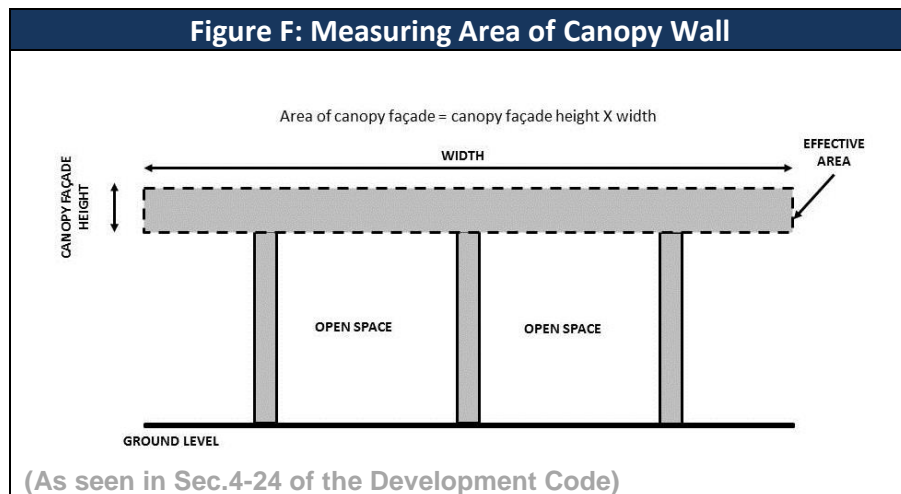
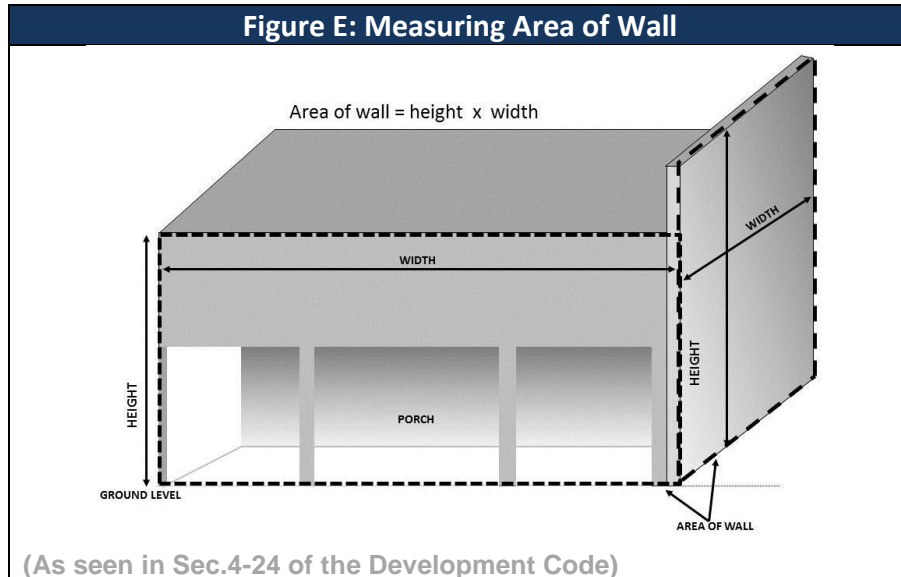
- *Manner of Measurement.*
 - *Size.* The size of a Sign is determined by its Effective Area. For Wall Signs, the Effective Area includes the entire area enclosing the extreme limits of the Sign display, excluding any adjacent parts of the Sign structure. (See Figure D)
 - *Height and Width.* The Height is measured between lowest and highest vertical points of Sign display. Width is measured between right-most and left-most horizontal points of Sign display.



- *Size.* The following regulations apply:
 - *Maximum Effective Area*
 - *Principal Buildings.* The Effective Area of all Wall Signs located on a Principal Building devoted to a Residential Use may not exceed one percent of the area of the wall or façade upon which they are located. The Effective Area of all Wall Signs located on a Principal Building serving as a Nonresidential Use may not exceed 15% of the area of the wall or façade upon which they are located, or 300 square feet, whichever is less.
 - *Accessory Buildings and Structures.* Wall signs are prohibited on Accessory Buildings devoted to single-family or two-family residential uses. The Effective Area of all Wall Signs located on an Accessory Building or Structure serving a Nonresidential Use may not exceed 5% of the area

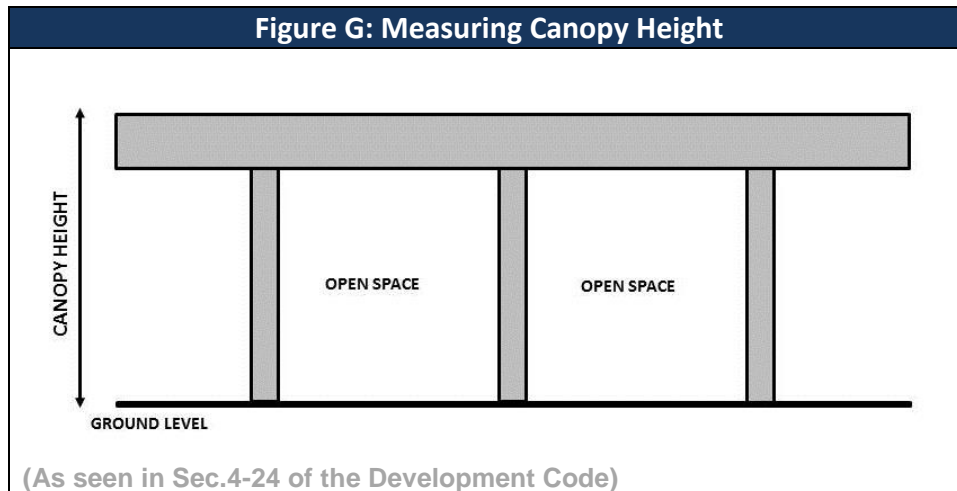
of the wall or façade upon which they are located, or 100 square feet, whichever is less.

- **Measurements.** In measuring the area of the wall or façade of a Principal Building or an Accessory Building or Structure, the area of all doors and windows are included. In measuring the area of a wall or façade of an Accessory Structure that contains open space (i.e. not occupied by walls, glass, or other material used to permanently enclose the interior space) such as a canopy or porte-cochere, the area of the open space is not included. (See Figure E and F)



- Multi-tenant Buildings. For multi-tenant Buildings, the Effective Area regulations apply to that portion of the Building Façade leased by each tenant.
- **Height.**
 - For Buildings **containing 10,000 square feet or more** of floor space, the maximum height of the Wall Sign is two (2") in height for every one (1) foot of height of the wall to which it is attached.

- For Buildings **containing less than 10,000 square feet** in Floor Area, the maximum height of the Wall Sign is one and one-half inches (1 ½”) for every one (1) foot of height of the wall to which it is attached. Under this provision, the height of the wall is measured from the base of the wall vertically to the highest point of the wall to which the sign is affixed.
- For wall signs on motor vehicle canopies, such as drive-throughs or gas sales, the maximum height of the sign shall be 2 inches in height for every 1 foot of height of the canopy. Under this provision, the height of the canopy is measured from ground level to the top of the vertical canopy façade. In no case shall the sign extend below or above the vertical façade of the canopy (see Figure G).



- **Location**
 - A Wall Sign may not extend beyond the perimeter of any part of the wall to which it is attached. A Wall Sign may be placed on a canopy or roof if there is a solid wall of the same building visible behind the entire sign.
 - Wall Signs may be illuminated; however, illuminated Wall Signs on rear building facades shall be prohibited if facing a residential zoning district or use.
- **Materials**
 - Durable, weather-resistant materials such as metal, plastic, or other durable materials approved by the Director.
 - Must be attached to the wall of a Building in accordance with current building code.

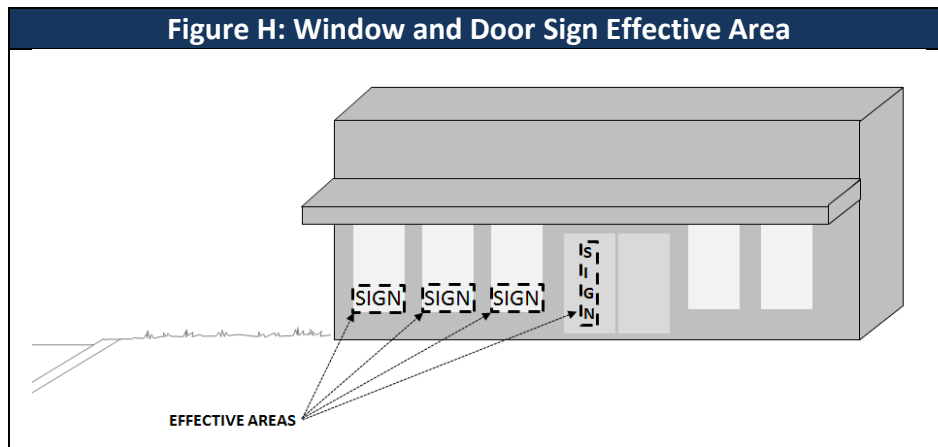
(Refer to Sec.4-25 for detailed regulations)

WINDOW AND DOOR SIGNS

A Sign permit is not required for the placement or use of Window and Door Signs. However, if the Window and Door Sign becomes an **Abandoned Sign**, the Sign must be **removed within 60 days**.

- *Size.* Window and Door Signs may occupy a maximum of 25% of the total window and door area of the Building elevation identified for placement of the Sign. (See Figure H)
- *Location.* Window and Door Signs are limited to the ground floor of a building. Window and Door Signs must be affixed to the interior face of the window surface. Signs affixed to the exterior face of a window or door are Wall Signs.
- *Materials.* Window or Door Signs include any materials painted, etched, or affixed to the interior side of a window or door. Window and Door Signs include Electronic and Illuminated Signs hanging within the interior space and viewable from the public Street through the window or door.

(Refer to Sec.4-26 for detailed regulations)

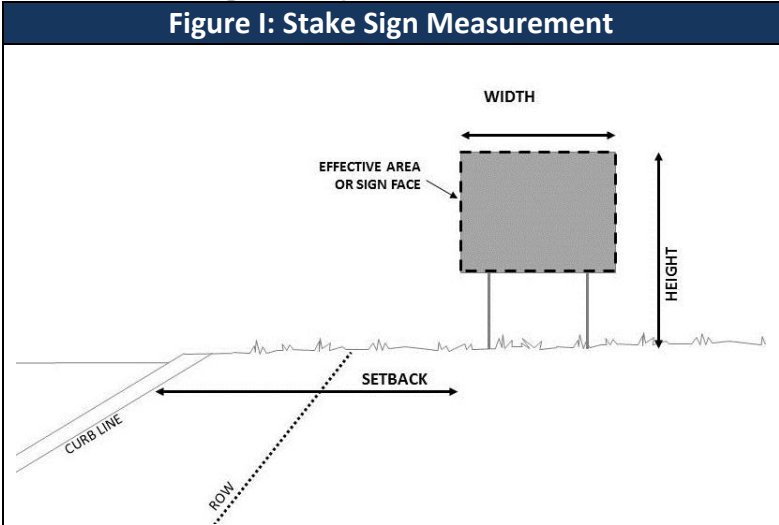


STAKE SIGNS

A Sign permit is not required for the placement or use of a Stake Sign; however, if the Stake Sign advertises an event, it must be removed within three (days) after the conclusion of the event by the owner of the Premises on which it is located.

- *Size.* A Stake Sign may not have an Effective Area in excess of nine (9) square feet or Height in excess of four (4) feet. (See Figure I for manner of measurement)
- *Location.* A Stake Sign may not be located within the right-of-way of a public Street or within railroad right-of-way.
- *Materials.* Stake Signs may include materials such as wood or metal stakes with a wood, plastic or metal Sign Face.
- *Number.* No more than two (2) Stake Signs are permitted on a nonresidential property at any time. Stake Signs may not be located within 25 feet of another Sign on the same Premises or on adjacent Premises. However, every property is permitted at least one (1) Stake Sign.

(Refer to Sec.4-27 for detailed regulations)

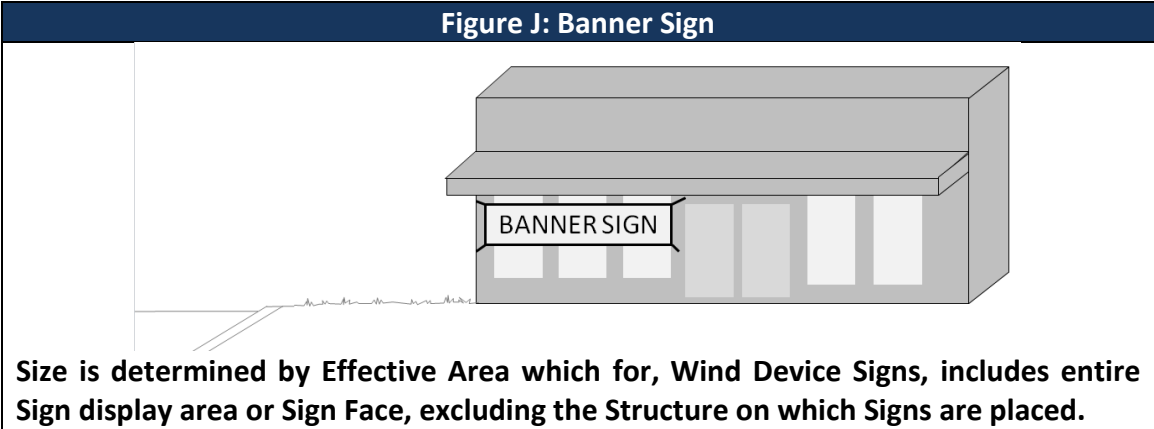


WIND DEVICE SIGNS

It is unlawful for any person to place, erect or make use of a Wind Device Sign on a Premises devoted to a Nonresidential Use without having first secured a Sign permit from the City. For Buildings leased to multiple tenants, the permit applies to each leased Premises. A permit to make use of one (1) or more Wind Device Signs on a Premises devoted to a Nonresidential Use may not exceed a period of use of 28 consecutive days in one (1) calendar year or two (2) periods of use of 14 consecutive days in one (1) calendar year.

BANNER SIGNS

- *Size.* A Banner Sign may not project above the roofline or parapet walls of a Building. Banner Signs may not extend to a greater Height than the maximum Height of the Building on the Premises. Banner Signs on vacant Premises may not exceed ten (10) feet in Height.
- *Location.* Banner Signs may not extend beyond the property lines of the Premises where located or over any Public Highway, Street or sidewalk.
- *Materials.* A Banner Sign must be constructed of weather-resistant materials, be unlighted and may not be and illuminated Sign or Electronic Sign.



BALLOON SIGNS

- *Size.* A Balloon Sign may not project above the roofline or parapet walls of a Building. Balloon Signs may not exceed or be a greater Height than the maximum Height of the building on the Premises. Balloon Signs on vacant properties may not exceed ten (10) feet in Height.
- *Location.* Balloon Signs may not extend beyond the property lines of the Premises where located, or over any Public Highway, Street or sidewalk.
- *Permit.* A permit is not required for up to three (3) Balloon Signs less than 24" in diameter displayed for less than three (3) days.

(Refer to Sec.4-28 for detailed regulations)

FLAGS AND FLAGPOLES

It is unlawful for any person to place, erect or make use of Flagpoles on a Premises devoted to a Nonresidential Use without having first secured a Sign permit from the City. For Buildings leased to multiple tenants, the permit applies to each leased Premises. Flags mounted to a permitted Flagpole do not require a permit. No permit is required for Flagpoles located on Residential Premises.

- *Size.*
 - In a Nonresidential District: A Flag's Effective Area may not exceed 60 square feet and a Flagpole may not exceed 50 feet in Height.
 - In a Residential District: A Flag's Effective Area may not exceed 40 square feet and a Flagpole may not exceed 25 feet in Height.
- *Location.* A Flagpole may be placed adjacent to the public right-of-way provided it does not encroach on the sight visibility triangle as identified in the Code of Ordinances and is setback a minimum of 10 feet from the curb.
- *Materials.* Flags must be of a flexible fabric such as polyester, cotton, or a synthetic blend. Flagpoles must be of a metal material.
- *Number.*
 - In a Nonresidential District: A lot may not have more than three (3) Flags and three (3) Flagpoles.
 - In a Residential District: A lot may not have more than one (1) Flag and one (1) Flagpole.

(Refer to Sec.4-29 for detailed regulations)