

Woodfin

**(B) Permit requirements.**

(1) General requirements. Except as otherwise provided in divisions (C) and (D), it shall be unlawful to erect or maintain any sign without first obtaining a sign permit. Application for the permit shall be made in writing on forms furnished by the Sign Administrator and signed by the applicant or authorized agent. No permit shall be required, however, for the maintenance requirements of § 150.104. Failure to secure a permit shall constitute a violation of this subchapter.

(2) Plans, specifications and other data required. The application shall be accompanied by complete information as required on forms provided by the Sign Administrator and shall include, without being limited to, a site plan and elevation drawings of the proposed sign, a drawing of the building facade indicating the proposed location of the sign, height, dimensions and square footage of the proposed sign and any other data as the Sign Administrator may determine is necessary for review of the application. The Sign Administrator shall not issue a sign permit unless the plans, specifications and intended use of such sign conform in all respects to the applicable provisions of this subchapter.

**(3) Fees.**

(a) Generally. A sign permit fee shall be paid to the town for each sign permit applied for in accordance with this subchapter in an amount determined by the town through the adoption of its Town Application Fees and based on the size of the sign. This permit fee does not include electrical permit fees, which shall be additional. A sign permit fee shall not be charged for replacing a nonconforming sign with a conforming sign or for bringing a nonconforming sign into conformance with this subchapter if such action is undertaken voluntarily within one year of March 19, 1991.

(b) When fees payable. Sign permit fees shall be paid upon the application for a sign permit and prior to commencement of any sign construction on the lot where the sign will be located.

(c) Late fee. Work performed without a permit shall be subject to a late fee as set forth in the Town Application Fees.

**(4) Revocation of permits for nonuse.**

(a) Commencement of work. If actual work for the permitted sign on the site is not commenced within 60 days from the date of such sign permit or if substantial work for the permitted sign is suspended for a period of 60 consecutive days after issuance of the sign permit, the permit shall automatically become null and void. Provided, however, for new construction, the sign permit shall not become null and void until 60 days after the Zoning Compliance Release has been issued.

(b) Extensions of time. The provisions of division (B)(4)(a) shall not apply when delays are not a result of willful acts or neglect of the persons obtaining the permit. In that event, the Sign Administrator may grant an extension of time within which operations must be started or resumed. All requests for such extensions and approval thereof shall be in writing.

(5) Forfeiture of fees. When any permit has been revoked under the terms of this subchapter, the permit fees shall not be refunded. If a sign permit is denied, however, the permit fee will be refunded.

**(6) Licenses.**

(a) Sign contractor's license. No person shall engage in the business of erecting or maintaining signs in the town unless said person has been issued a sign contractor's license which has not expired at the time said work is done. This requirement shall be interpreted to exclude those persons who construct and erect a principal use identification sign when that sign is used at that person's place of business, provided all construction and installation is properly permitted and inspected for compliance with the applicable building codes of Buncombe County and other sections of this subchapter.

(b) Outdoor advertising license. No person shall erect or maintain off-premises advertising structures in the town unless said person has been issued an outdoor advertising license which has not expired at the time said work is done. In order to obtain an outdoor advertising license, the licensee must be a licensed sign contractor, as described in division (B)(6)(a), and must submit annually upon renewal of this license a listing of all sign structures

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(c) The sign merits recognition as an important example of technology, craftsmanship, materials or design of the period in which it was constructed and may no longer be economically feasible to produce or manufacture the sign today.

(13) Temporary signs providing directions to community festivals or events.

(14) Signs affixed to windows of vehicles displaying the terms of sale for the vehicles.

(D) *Signs exempt from permit requirement.* The following signs are allowed in all zoning districts and shall not require a sign permit. However, such signs shall conform to the requirements set forth below as well as to other applicable requirements of this subchapter.

(1) *Real estate signs.* Temporary signs advertising the sale rental or lease of the property on which the signs are located are allowed, provided such signs are not illuminated and do not exceed two signs per lot, do not exceed four feet in height and do not exceed four square feet per face for property zoned residential or do not exceed eight feet in height and do not exceed 32 square feet per face for property zoned other than residential. All such signs shall be removed within seven days after the closing of the sale, rental, or lease of the property.

(2) *Commemorative signs.* Commemorative signs which do not exceed eight square feet per face in area and eight feet in height.

(3) *Directional signs.* Directional signs shall be located on the premises to which directions are indicated. If advertising (name or logo) is used on these signs it shall be computed as part of the total allowable sign area for a lot. Directional signs shall not exceed four square feet per face, two faces per sign, and shall not exceed three feet in height if freestanding or six feet in height if attached to the principal or an accessory structure. The maximum number of signs allowed per lot shall be four. These signs may be internally or externally illuminated.

(4) *Incidental signs.* Signs containing information necessary or convenient for persons coming on to a premises shall be located on the premises to which the information pertains. No advertising may be affixed to such a sign and these signs shall be single-faced only and wholly attached to a building (including the windows or doors). If

advertising (name or logo) is used on these signs it shall be computed as part of the total allowable signage for a lot.

(5) *Copy changes and maintenance.* No permit shall be required for copy changes made to a changeable copy sign, menu board, marquee sign or off-premises sign; provided any such changes do not change the classification of the sign under this subchapter. No permit shall be required for maintenance where no structural changes are made.

(6) *Political signs.* Signs of candidates for election or for issues on a ballot shall be allowed in any zoning district providing such signs do not exceed two signs per lot, eight square feet in area per display face and two faces per sign. Provided, however, nothing herein shall prohibit the use of off-premises signs for such candidates or issues according to the restrictions for such signs in zoning districts where they are permitted. All such signs may not be erected prior to 30 days before the appropriate primary, general or run-off election or referendum and must be removed within five days after the primary, general or run-off election or referendum. Nothing herein shall permit the continuous maintenance of such signs from 30 days before a primary election until five days after a general election. The property owner and the political candidate shall be equally responsible for the removal of the signs.

(7) *Construction signs.* Construction signs shall be allowed provided such signs do not exceed one sign per street frontage with a maximum of two signs per construction site. Such signs shall not exceed four square feet in area per display face, two faces per sign for single-family or duplex residential construction or 32 square feet in area per display face for multifamily residential or nonresidential construction, and a maximum of ten feet in height. Construction signs shall not be erected prior to the issuance of a building permit and shall be removed within seven days of the issuance of a certificate of compliance.

(E) *Noncommercial messages.* Any sign, display, or device allowed under this subchapter may contain, in lieu of any other copy, any otherwise lawful noncommercial message that does not direct attention to a business operated for profit, or to a commodity or service for sale, and that complies with size, lighting, and spacing requirements of this subchapter.  
(Ord. passed 8-16-73; Am. Ord. passed 3-19-91)