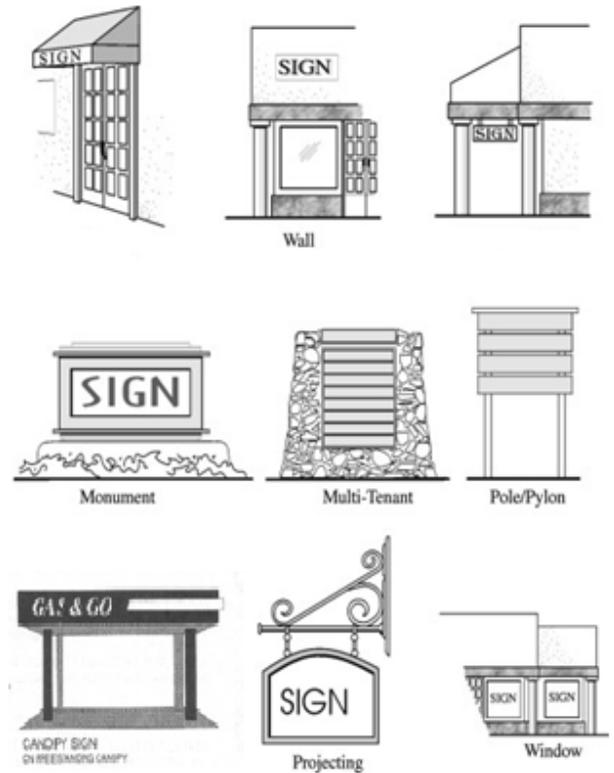
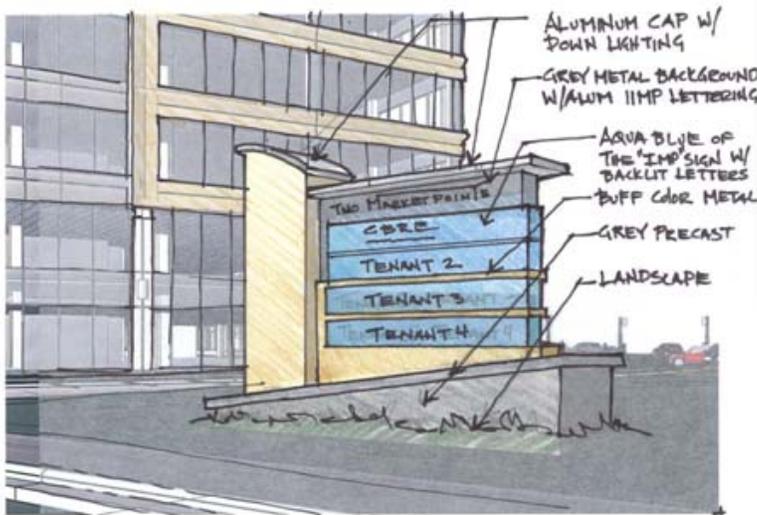


Commercial Sign Requirements for the City of Live Oak, Florida



Introduction

We're glad you have a business in the City of Live Oak! This brochure is being provided to you, to ensure you are aware of all the necessary information regarding business signage in the City.

As The City Development Manager, I welcome the opportunity to serve the local citizens, as well as anyone who has a business, land or development interest in the City of Live Oak.

My goal is to help promote and facilitate development and re-development while also ensuring that the legal requirements of the Comprehensive Plan and Land Development Regulations are adhered to and followed.

This brochure is made available for informational purposes, and nothing contained or listed herein shall replace any more restrictive language or requirements that have been adopted through Ordinance or Resolution by the City of Live Oak or by State or Federal Law.

We are here to assist you in any way possible. If you have any specific questions or want to meet with me, George Curtis, to discuss any development topic, please call 386-362-2276, or come by the City Hall Annex at 416 Howard Street East, Live Oak, Florida.

Important Points to Remember

- Nearly all signage **MUST** be reviewed, approved and permitted prior to your putting it up – always ask first to be sure.
- Don't assume what is allowed because you saw it somewhere else in the City.
- Don't take someone else's advice regarding signage without first checking with the City.
- Don't accept guidance from a sign company or installer without first checking with the City.
- Don't buy or order any signage without first checking with the City.
- Insist that installers show you a copy of the approval and permit prior to allowing them to erect signage.
- Signage erected illegally will be required to be taken down or altered to conform.

Purpose and Intent

The purpose and intent of requirements governing signage are as follows:

1. To protect the health, safety, general welfare and property values of the citizens of the City, and to implement the objectives and policies of the Comprehensive Plan of the City;
2. To regulate the erection and placement of signs within the City in order to provide safe operating conditions for pedestrian and vehicular traffic without unnecessary and unsafe distractions to drivers and pedestrians;
3. To preserve the value of property on which signs are located;
4. To establish comprehensive set of criteria which effectively balance legitimate business and development needs with a safe and aesthetically attractive environment for residents, workers and visitors to the City;
5. To provide fair and reasonable opportunities for the identification of businesses which are located within the City and to provide for the identification of the availability of products, goods or services to promote economic vitality;
6. To ensure the protection of free speech rights under the state and United States Constitutions within the City;
7. To establish a review and permit system;
8. To allow certain signs without a requirement for review and/or permits;
9. To provide for temporary signs in certain circumstances;
10. To place reasonable controls and stipulations on nonconforming signs;
11. And to prohibit all signs not expressly authorized by the criteria, to provide for the maintenance of signs, and to provide for the enforcement of the provisions of the Comprehensive Plan and Land Development Regulations.

Signs allowed without review and/or permitting

Certain signage may be erected without going through the review, approval or permitting process, however, all signage in the City must conform to the standards in place. Signs erected under this provision which do not meet the standards shall be subject to removal or enforcement as allowed for.

A complete list of exempt signage and the standards they must adhere to can be obtained from the Development Manager, however, following are examples of some of the more common sign types which qualify:

- Building markers – addressing, etc.
- Flags or insignia of the United States Government.
- A single non-illuminated yard sign (must **only** be placed on the same property as your business, must be on private property and not City right of way, limited to one per property, per street frontage, limited to 18” x 24” in size and no higher than 30”).
- Window signage, however, **you must never cover more than 20% of the available window space.**
- An OPEN sign at a non-residentially utilized location, so long as it does not flash, blink or show animation/movement, limited to 2 square feet in size and must be mounted inside the window.
- Lighted window signage is only permitted in certain zoning districts.
- Certain Real Estate and Yard Sale Signs.
- Political Signage during an election.

Signs which are Prohibited

Certain sign types have been found to either be inconsistent with the character of the City or an unsafe distraction to vehicular or pedestrian traffic. Since State Roads are subject to certain signs being prohibited, all locations within 100' of US90, US129, SR51 and other state rights-of-way are also subject to Florida Statutes which apply, which the City must enforce. To facilitate the same level of safety, protection and consistency, the remainder of the City is also subject to these same criteria.

A complete list of **prohibited signage** can be obtained from the Development Manager, however, following are examples of some of the more common sign types which are prohibited:

- Animated, flashing, blinking, revolving, or changing signs, or signs which show movement, or which use the words or symbols for 'Stop, Look, Danger', etc.
- Signs on vehicles, trailers or machinery parked conspicuously along roadsides.
- Signs placed in the right-of-way.
- Signs on utility poles, fences, or trees.
- Neon signs, except an 'open' sign (must not flash or be animated).
- Banners which are not displayed to adopted standards – see Development Manager for more info.
- Signs on roofs or mounted above the roof line.
- Off-site signs which have not been granted a Special Exception by the Board of Adjustment, as required by law. An off-site sign is **any sign** not located at your place of business property.
- A sign which blocks a door, window, walkway or fire escape or building evacuation route.
- An electronic message board not programmed according to guidelines.
- Search lights, strobe lights and beacons.
- Wind or pole pennants, inflatable figures/signs, hand painted signs, etc.

Common Sign Types & Other Important Criteria

1. The jurisdiction of these requirements applies to all properties currently located in the corporate limits of the City of Live Oak and future properties annexed into the City.
2. Unless otherwise provided, **all signs** in the City must undergo review, approval and permitting prior to erection.
3. Standard Sign Types include: Freestanding Signs, Projecting, Wall, Canopy, Mansard, Awning, Under-Canopy, Directional and Development Entrance.
4. Special Sign Types include: Banners, fuel price, fuel canopy, spreader bar, incidental ground and/or wall, accessory car wash, vehicle repair bay, portable, drive-thru or walk-up product/menu, electronic message board, accessory use, loading/unloading area, grand opening and portable signs.
5. In many cases, sealed engineered plans must accompany applications to ensure the sign will meet the wind-load and other requirements of the Building Code.
6. Signs which will be lighted will also need an Electrical Permit.
7. Signs must be erected within 6 months of permit issuance or a new permit must be purchased.
8. Signs must always be located on private property.
9. Freestanding signs must be setback a minimum of: 5' from the street right-of-way, 15' from any side or rear property line and 10' from the nearest wall of a building or structure.
10. Signs located within a 25' sided triangle of a street or a 10' sided triangle of a driveway intersection are limited to copy either below 2 ½ feet or above 9'
11. Maximum height, size and number are according to the zoning district and other applicable criteria – each situation can be different.
12. Signage must be maintained according to the regulations.
13. Any signage which you may wish to erect **off the premises** of your business or establishment is required to be granted a Special Exception first. Fees for Special Exception Applications run from \$750 - \$1,250. Special Exceptions which are denied shall not be eligible for a refund.
14. If you are altering current signage on your property, except a panel change-out, and the current signage exceeds the allowances, you will be required to modify your signage to be in compliance.

Steps you must take to follow the Live Oak Sign Guidelines

- 1) Contact the City Development Manager to determine what the zoning is for your location – sign allowances are directly connected with the current zoning at your location as well as other criteria like parcel size, road frontage and building size.
- 2) Obtain a copy of what is allowable in your zoning. The Development Manager can email, fax, mail or make copies of the guidelines that may apply to you. Some guidelines may apply to all zoning districts within the City.
- 3) Obtain a sign review and permit application.
- 4) There is an application process for permanent signage **as well as temporary signage**.
- 5) Discuss your proposed signage with the Development Manager.
- 6) If desired, you can meet with the Development Manager at your location to discuss the possibilities.
- 7) If needed, contact a licensed sign contractor to discuss their role, and for them to submit the application and review fee to the Development Manager.
- 8) Once approved, the application will be forwarded to the Building Official, Roy Rogers, in order for a permit to be made available for purchase.
- 9) No sign work shall be allowed until a building permit is issued.
- 10) The permit must be displayed at your location while work is being done – please ask for a copy from your installer to be sure the proper permit was obtained.
- 11) Once erected, your new sign will be inspected to ensure it was erected according to the plans submitted with the application.
- 12) Erecting signs in violation of the Ordinance can result in enforcement actions against all parties involved: property owner, business owner, sign contractor, and/or also in suspension or revocation of your Occupational Tax Business License.