



Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
(513) 539-7374 x1020

SIGNS - PERMANENT

Zoning Permit Requirements:

A Zoning Permit is required for all new permanent signs and face changes to permanent signs, regardless of location or size.

Complete a **Zoning Permit Application** and submit it to the Development Department with a site plan or recent aerial of the lot or lots showing size and location of the proposed sign. A sketch or photo showing size, shape, dimensions, and color of the sign is also required.

Basic zoning rules applicable to permanent signs:

Signs Permitted in Agricultural and Residential Zoning Districts

Please refer to the **Section 1214.09: Permanent Signs Permitted in Agricultural and Residential Zoning Districts** for specific requirements for each type of sign.

Wall Signs on Dwellings

One wall sign is permitted on each individual lot used for residential purposes provided the sign is mounted flush to the façade of the principal dwelling and does not exceed 2 square feet.

Development/Subdivision Signs

Two wall signs or one permanent monument sign may be permitted for any subdivision or multi-family dwelling development provided that the sign meets requirements.

Agricultural Uses

One on-site, permanent monument sign may be permitted on any lot that is used primarily for an agricultural use provided the lot has a minimum of 5 acres and meets requirements.

Signs permitted in Business Zoning Districts

All permanent signs in the business districts shall be on-premises signs which are accessory to the principal use. Please refer to the **Section 1214.10: Permanent Signs Permitted in Business Zoning Districts** for specific requirements for each type of sign.



Window Signs, Wall Signs, and Canopy Signs

Window signs are signs attached to a window or door and are intended to be viewed from the outside. Wall signs are signs directly attached to an exterior wall of a building. Canopy signs are part of or attached to a canopy or awning. The combined total sign area of all wall, projecting, and canopy signs shall not exceed 2.5 times the linear length of the building frontage.

Projecting Signs

Projecting signs are signs affixed perpendicular to a building or wall and that extend more than 18" beyond the face of such building or wall and the lowest point of which is not less than 10' above the sidewalk or ground level. The allowable size varies by zoning district.



Applicants are reminded this handout does not serve as a substitute for any of the City of Monroe's adopted ordinances and is intended only as a guide.

Freestanding Signs

Free standing signs are supported on the ground by a monument, pedestal, pole, bracing, or other permanent measure and not attached to any building. The allowable size varies by zoning district.

Driveway Signs

Driveway signs are small permanent signs located near driveway access points and/or at the intersection of internal access drives. Signs shall not exceed 4 square feet and 3 feet in height.



For more information regarding signage standards, including regulations related to other types of signs, such as memo board signs, changeable copy, and required setbacks, please refer to **Chapter 1214: Signage Standards** of the Planning and Zoning Code.

Prohibited Signs

The following is a summary of the types of signs are prohibited in the City. For the complete list see **Section 1214.06: Prohibited Signs** of the Planning and Zoning Code:

- Signs applied to trees, bus shelters, utility poles, benches, trash receptacles, and newspaper vending machines or boxes.
- Pennants, streamers, and other similar type devices.
- Signs which are not securely affixed to the ground or otherwise affixed in a permanent manner.
- Signs which revolve, rotate, whirl, spin, or otherwise make use of motion to attract attention.
- Balloons or air-activated graphics filled with helium, gas, air, other gaseous material either suspended from or affixed to a structure, vehicle or ground.
- Roof signs.
- Painted wall signs (except in the C-3 district).
- Neon signs.

Additional Approvals:

Additional approvals including Building Permits may be required. Generally, a Building Permit is required if you are:

- Enlarging, altering, repairing, moving, demolishing, or changing the occupancy of a structure; or
- Installing a sign; or
- Erecting, installing, enlarging, altering, repairing, removing, converting, or replacing any electrical, gals, mechanical, or plumbing system.

A Building Permit is generally not required if:

- It is only a face-change with no changes to the cabinet;
- The sign is painted directly on the building's surface;
- It is a temporary yard sign; or
- The sign is not more than 2.5 square feet in area

Please note that any sign taller than 6 feet off of finished grade is required to have building plans sealed by a design professional.