



City of Ralston 402-331-6677
5500 S. 77th Street, Ralston, NE 68127

Application for SIGN Permit

(See related regulations on back of this form and Design Guidelines attached to this form)

Project Property Address: _____ Project Cost: _____

Property Owner : _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

Contractor: _____ Contact Name: _____

Phone Number: _____ Email Address: _____

Application will not be processed without a drawing

Description of Business/Activities: _____

Description of Existing Signage: _____

Type of Sign to be Erected: _____

Site Plan Required- Must show location of proposed signage and existing remaining signage.

A drawing is required with application.

The drawing must indicate the following:

1. A plan drawn to scale depicting:
 - a. Lot dimensions, building frontage and existing streets/alleys, right-of-way and driveways.
 - b. The design of each sign face and sign structure, including dimensions, total area, sign height, depth, color scheme, structural details, materials, lighting scheme and proposed location.
 - c. Current photographs of the building showing existing signs on the premises.
 - d. A computer-based rendering of the proposed sign, including a depiction of its placement on the building.

***Advisements:**

1. No construction shall begin without an approved permit or written confirmation from the Building Inspector.
2. Application will not be processed without a drawing.
3. Please read Ralston Zoning Ordinance -Article 11-6 General Regulations on the back of this page before submitting application.

I hereby certify that I have the legal authority to file this application, that I have completed and examined this application and know the same to be correct. I further certify that all provisions of law and other regulations governing the type of construction and use proposed in this application will be complied with, whether or not specified within this application. I certify that I will hold the governing authority City of Ralston harmless from any and all liability that may arise as a result of the above proposed construction / activity.

Signature of Applicant/Property Owner

Date

Signature of Building Inspector

Approved Not Approved

Date

For City Office Use		
Date Received:	Project Cost:	Fee Received:
Collected by:	Payment Type:	Planning / Sign Commission:
Site Plan Included:	Drawing Included:	Permit Number Issued:

Ralston Zoning Ordinance

Article 11-6 General Regulations

- A. **Sign location.**
1. No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals by virtue of position or color.
 2. No sign may occupy a sight triangle.
 3. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communications lines or equipment.
 4. Signs shall be designed and located on the building or on the premises in a manner that is compatible with the mass and scale of the building to which the sign applies. Signs shall not obscure architectural details of the building or cover doors, windows, or other integral elements of the facade.
- B. **Sign Materials & Construction:** Every sign shall be constructed of durable materials, using noncorrosive fastenings; shall be structurally safe and erected or installed in strict accordance with applicable city codes; and shall be maintained in safe condition and good repair at all times so that all elements of the sign, including logos, artwork, bracing and support structures are not deteriorated and the information presented on the sign is clearly legible. Signs and associated lights, bracing and support structures shall be constructed of materials that complement the associated building. Sign materials shall be compatible with the character of the building façade.
1. Approved Materials
 - a. Aluminum: Framing and panels
 - b. PVC: Tube or flat stock
 - c. Acrylic: Plexiglas
 - d. HDU: High Density Urethane
 - e. ACP: Aluminum Composite Paneling – DI-Bond, Max Metal, Econo Board
 - f. EIFS: Exterior Insulation Finishing System – Stucco
 - g. Steel: Copper, stainless, others
 - h. Wood or lumber composites
 - i. Coated EPS Foams
 - j. Exterior stone or tile
- C. **Sign Area.**
1. The area of a sign shall mean the area of all lettering, wording, and accompanying designs, logos, and symbols. The area of a sign shall not include any supporting framework, bracing or trim which is incidental to the display, provided that it does not contain any lettering, wording, or symbols.
 2. Where the sign consists of individual letters, designs, or symbols attached to a building, awning, wall, or window, the area shall be that of the smallest rectangle which encompasses all of the letters, designs, and symbols.
 3. Signs may be double-sided.
 - a. Only one (1) side shall be considered when determining the sign area, provided that the faces are equal in size, the interior angle formed by the faces is less than 25 degrees, and the two faces are not more than 18 inches apart.
 - b. Where the faces are not equal in size, but the interior angle formed by the faces is less than 25 degrees and the two faces are not more than 18 inches apart, the larger sign face shall be used as the basis for calculating sign area.
 - c. When the interior angle formed by the faces is greater than 25 degrees, or the faces are greater than 18 inches apart, all sides of such sign shall be considered in calculating the sign area.
 4. If elements of a sign are movable or flexible, such as a banner, the measurement is taken when the elements are fully extended and parallel to the plane of view.
- D. **Sign Height.**
1. Sign height shall be measured as the distance from the highest portion of the sign to the mean finished grade of the public right-of-way closest to the sign. In the case of a sign located greater than 50 feet from a public street, height shall be measured to the mean grade at the base of the sign. (Specific height restrictions can be found in Appendix 1.)
 2. Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other structural elements.
- E. **Sign Illumination.** Internally illuminated signs (with the exception of neon) are not permitted in the Town Center and adjacent GI and R4 zones. Where permitted, signs shall be illuminated only in accordance with the following regulations:
1. Light sources shall be shielded from all adjacent properties and streets and shall not be of such intensity as to cause glare hazardous to pedestrians or motorists.
 2. Intensity of illumination shall be static.
 3. There shall be no changing colors.
 4. In the case of external illumination, the light source shall be stationary and directed solely at the sign. Light fixtures shall have a simple design and not obscure the visibility of the sign or architectural details of the building. Limited sign lighting recessed in the building soffit is permissible, provided the light is directed to the ground and complies with all other requirements of this section.
 5. Electrical Standards.
 - a. Permits for illuminated signs will not be issued without an approved electrical permit.
 - b. All work shall be completed in full compliance with applicable City of Ralston codes.
 - c. The electrical supply to all exterior signs, whether to the sign itself or to lighting fixtures positioned to illuminate the sign, shall be provided by means of concealed electrical cables. Electrical supply to freestanding signs shall be provided by means of underground cables.