



City of Caribou Sign Permit Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493-3324 option 3
pthompson@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents, if any. In addition, the required fee of \$50.00 / sign must be returned along with this completed application. Make checks payable to: "City of Caribou". Major credit cards accepted.

Applicant Information

Name of Property Owner / Developer: _____

Location of Property (Street Address): _____

Tax Map: _____ Lot: _____ Zone: _____

Date of Application: _____ Number of signs included on this application: _____

Type of Sign(s): (use additional sheets if needed)

- | | | |
|--------------------------|---------------|----------------------------------|
| <input type="checkbox"/> | On Building | Height of sign(s): _____ |
| <input type="checkbox"/> | Free Standing | Dimensions of sign(s): _____ |
| <input type="checkbox"/> | Temporary | Square Footage of sign(s): _____ |
| <input type="checkbox"/> | Banner | Materials used(s): _____ |

Wording on Sign(s): _____

I have read and understand the City of Caribou sign ordinance. To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Approved:

City of Caribou Code Enforcement Officer Date: _____

1. At each intersection with a pedestrian crosswalk, curb-cut ramps should be provided on all corners. At T-intersections, ramps should be located on the side opposite the minor intersecting road.
2. Curb-cut ramps should be located and protected to prevent their obstruction by parked vehicles.
3. At marked pedestrian crosswalks, curb-cut ramps should be contained entirely within the markings, excluding any flared sides.
4. The function of the curb-cut ramp should not be compromised by other roadway features, such as, but not limited to guardrails, catch basins, manholes.

29. Signs.

- A. Purposes: The purposes of this subsection are to:
 1. Encourage the effective use of signs as a means of communication;
 2. Maintain and enhance the aesthetic environment;
 3. Create and maintain an attractive business climate;
 4. Improve and maintain pedestrian and traffic safety;
 5. Minimize the possible adverse effect of signs on nearby public and private property; and
 6. Implement the intent of the Caribou Comprehensive Plan.
- B. Sign Permit: Except as provided in subsection "D" below, no sign may be erected, enlarged, illuminated, or substantially altered without a Sign Permit issued by the Code Enforcement Officer after they find that the sign is in accordance with the provisions of this subsection. Each individual sign shall require a permit issued from the CEO.
- B1. Sign Permit Fee: The permit fee shall be \$50.00 for each sign permit issued. Charitable and/or civic organizations must obtain a permit, however the fee is waived.
- C. General Provisions.
 1. Signs must be kept clean, legible, and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, or deterioration, and must be maintained at all times in such condition so as not to be detrimental to the public health or safety, detract from the physical appearance and the natural beauty of the community, or constitute a distraction or obstruction that may impair traffic safety. Property owners are responsible for the conditions of signs on their property; regardless of rental arrangements. Signs for businesses that have been closed or otherwise no longer operate are required to be maintained in the same condition noted above.
 2. Except for banners, flags and temporary signs conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
 3. Flags of the United States, Maine, Aroostook County, or any other flag allowed by the City Council, provided that such flag shall not exceed sixty (60) square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height are exempt from this ordinance. The United States flag shall be flown in accordance with protocol established by the Congress of the United States in Chapter 1 of Title 4 of the United States Code.
 4. Nothing within this subsection shall prohibit the use of the following signs:
 - a. Traffic safety signs, directional signs, or emergency warning signs, erected by a government agency, or a public utility.
 - b. Legal notices, identification, information, or directional signs erected or required by governmental bodies.
- D. Permitted Signs: The following types of signs are permitted, except where otherwise prohibited by law, and shall not require a Sign Permit issued by the Code Enforcement Officer.
 1. All permanent on-premise signs erected prior to the effective date of this Ordinance (ordinary maintenance and upkeep shall be allowed).
 2. Any sign approved by the Planning Board, as an element of Site Design Review, prior to the effective date of this Ordinance or as proposed in a pending application.
- E. Prohibited Signs: The following signs are prohibited in all areas of the City.
 1. No permanent sign except traffic and similar public safety signs, official business directional signs (OBDS) shall be located in the public right-of-way of any street or highway unless approved by the Police Chief or his/her designee; if applicant is aggrieved by the decision of the Police Chief he or she may appeal the decision of the Police Chief to the City Council.

2. No sign shall be located so that it interferes with the view necessary for motorists to proceed safely through intersections or to enter into or exit from public streets or private roads.
 3. Temporary movable signs are allowed under the following uses:
 - a. To call attention to and/or to advertise the name of a new business and the products sold or activities to be carried on in connection with a new business. In such cases, no sign shall remain at a premises for a period of more than ninety (90) consecutive days.
 - b. To advertise a special sale or sales. In such cases, a sign shall be allowed for a period not to exceed ninety (90) consecutive days.
 - c. To promote community or civic activities. In such cases, no sign shall remain in place for more than ninety (90) consecutive days.
 - d. There must be a 30 day waiting period in between each 90 day period a temporary sign is erected.
 - e. Temporary signs less than 12 square feet which are not displayed when the business is closed, are exempt from this ordinance.
 4. Signs in any district shall not exceed 25 feet in height
 5. Signs in any district shall not exceed 96 square feet
 6. Signs in R-1 and R-2 districts that are not in compliance with the Home Occupation Ordinance or in a subdivision a sign for the purpose of identifying that subdivision exceeding 32 square feet are prohibited.
- F. Non-Conforming Signs: Non-Conforming signs that were otherwise lawful on the effective date of this Ordinance may continue except as provided below:
1. No non-conforming sign may be enlarged or altered in such a manner as to aggravate the non-conforming condition.
 2. A non-conforming sign may not be moved except for maintenance, change in message or repair, or replaced except to bring the sign into conformity with this subsection.
- H. Specific Standards:
1. C-1, C-2, RC-2, I-1, and I-2 Districts.

The following standards apply to signs in the C-1, C-2, RC-2, I-1, and I-2 Districts.
 - a. In the case of a multi-tenant or unit commercial or industrial development, the owner of such premises is responsible for compliance with this ordinance.
 2. R-1, R-2 and R-3 Districts.

The following standards apply to signs in the R-1, R-2 and R-3 Districts.
 - a. In the case of a multi-family development or a subdivision with an identifying name (i.e. "Solar Slopes"), the owner of such premises is responsible for compliance with this ordinance.
- I. Changeable Signs: The goal of the City is to regulate the frequency and manner of change of display on each side of a changeable sign in a manner consistent to that provided by State law, and to do so in a manner that promotes highway safety.
1. Definitions
 - a. Changeable Sign: "Changeable Sign" means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one display by another on each side.
 - b. Display: "Display" means that portion of the surface area of a changeable sign that is, or is designed to be, or is capable of being, periodically altered for the purpose of conveying a message.
 - c. Message "Message" means a communication conveyed by means of a visual display of text.
 2. Regulations

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- a. The display on each side of the changeable sign may be changed no more frequently than once every thirty (30) seconds.
- b. The display on each side of the changeable sign must change as rapidly as technologically practicable, but the display may change through phasing, rolling, scrolling or blending provided, however, that the display on each side of a changeable sign shall not flash.
- c. Changeable signs are only allowed in C-1, C-2, RC-2, I-1, and I-2 districts.

3. Administration

Pursuant to Title 23 M.R.S.A. Section 1914, Sub-Section 11-A, the changeable signs within the municipality and displays on each side of those changeable signs shall comply with all other requirements of State law. The City shall notify the Maine Department of Transportation in writing that it has adopted this Ordinance and shall send it a copy of the same. The City's Code Enforcement Officer shall administer the provisions of this Ordinance.

4. Penalty

Any person who shall violate a provision of the Ordinance, or shall fail to comply with any of the requirements thereof, shall be found guilty of a civil offense, punishable by a fine of not less than \$100.00, or more than \$2,500.00. Each day that a violation continues shall be deemed a separate offense.

Historical Note: Section 13-700 §29 as amended June 27, 2005; Section 13-700 §13 as amended March 25, 2013; Section 13-700 §29 as amended June 10, 2013

Setback: The horizontal distance from a lot line to the nearest part of a structure, road, parking space, or other regulated object or area.

Setback from Water: The horizontal distance from the normal high water line to the nearest part of a structure.

Shopping Center: Any concentration of two or more retail stores or service establishments under one ownership or management.

Shoreland Zone: The land area located no less than within two hundred and fifty (250) feet, horizontal distance, of the normal high-water line of any great pond or river; 250 feet of the upland edge of a freshwater wetland; seventy-five (75) feet of the normal high-water line of a stream; or as may be indicated on the official Shoreland Zoning Map.

Sight Distance: The length of an unobstructed view from a particular access point to the farthest visible point of reference on a roadway. Used in an ordinance as a reference for unobstructed road visibility.

Sign: A display surface, fabric or device containing organized and related elements (letter, pictures, products, or sculptures) composed to form a single unit, designed to convey any name, identification, description, display, illustration, or device which is affixed to or represented directly or indirectly upon a building, structure, or land in view of the general public, and which directs attention to a product, place, activity, person, institution, or business. In cases where matter is displayed in a random or unconnected manner without an organized relationship, each such component shall constitute a sign. A sign shall include writing, representation, or other figure of similar character within a building only when illuminated and located in a window. Signs shall include:

Animated: Any sign that uses movement or change of lighting to depict action or create a special effect or scene.

Banner: Any sign of lightweight fabric or similar material that is permanently mounted to a pole or a building by a permanent frame at one or more edges. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.

Billboard: A sign, structure, or surface which is available for advertising purposes for goods or services rendered off the premises.

Canopy: Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area.

Changeable Copy: A sign or portion thereof on which the message changes more than eight (8) times per day with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. For the purposes of this Ordinance, a sign on which the copy that changes is an electronic or mechanical indication of time or temperature shall be considered a changeable copy sign.

Flashing: A sign, which, by method or manner of illumination, flashes on or off, winks, or blinks with varying degrees of light intensity, shows motion, or creates the illusion of motion or revolves in a manner to create the illusion of being on or off. Signs which indicate the time temperature shall not be considered flashing signs.

Freestanding: Any sign supported by structures or supports that are placed on, or anchored in, the ground and are independent from any building or other structure.

Incidental: A sign, generally informational, that has a purpose secondary to the use of the lot on which it is located, to include signs such as: "no parking", "entrance", "exit", "loading only", and similar directives.

Internally Illuminated: A sign which has characters, letters, figures, designs, or outlines illuminated by electric lighting or luminous tubes as part of the sign.

Marquee: Any sign attached to a permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

Non-Conforming Sign: Any sign that does not conform to the requirements of an ordinance.

Official Business Directional Sign (OBDS): A sign erected and maintained in accordance with the Maine Traveler Information Services Act, 23 MRSA §1901, et. seq. which points the way to public accommodations and facilities or other commercial facilities.

Pennant: Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string usually in series, designed to move in the wind.

Portable/Temporary Movable: Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to "A" or "T" frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from a public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

Projecting: Any sign affixed or attached to a building or a wall in such a manner that its leading edge extends more than eighteen (18) inches beyond the surface of the building or wall.

Residential: Any sign located in a residential zoning district for residential uses that contains no commercial message except advertising goods or services legally offered on the premises where the sign is located, if offering such service at such location conforms with all requirements.

Roof: Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest point of the roof.

Suspended: A sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

Wall: Any sign attached parallel to, but within six (6) inches of, a wall, or erected and confined within limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

Window: Any sign, picture, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is placed inside a window or upon the window panes, or glass and is visible from the exterior of the window.

Sketch Plan: Conceptual maps, renderings, and supportive data describing the project proposed by the applicant for initial review prior to submitting an application for approval.

Solid Waste. Useless, unwanted solid materials with insufficient liquid content to be free flowing. Other common words used for solid waste include trash, rubbish, garbage, junk, and refuse. Solid waste includes refuse-derived fuel, but does not include source separated recyclables / compostables, septic tank sludge, or wastewater treatment sludge.

Stable, Private: An accessory building in which sheltered animals are kept for the use of the occupants of the premises and not for remuneration, hire, or sale.

Stable, Public: An accessory building in which sheltered animals are kept for the use of the occupants for remuneration, hire, sale, boarding, riding, or show.

Stream: A free-flowing body of water from the outlet of a great pond or the confluence of two (2) perennial streams as depicted on the most recent edition of a United States Geological Survey 7.5 minute series topographic map, or if not available, a 15-minute series topographic map, to the point where the body of water becomes a river, or flows to another waterbody or wetland within a shoreland zone, or as depicted on the official municipal shoreland zoning map, or as further described in the applicable overlay District standards, whichever is applicable.

Street: An existing state, county, or municipal way dedicated for public use. The term "street" shall not include those ways which have been discontinued or abandoned.

Structure: Anything built for the support, shelter, or enclosure of persons, animals, goods, or property of any kind, together with anything constructed or erected with a fixed location on or in the ground, exclusive of fences. The term includes structures temporarily or permanently located, such as decks and satellite receiving dishes, but in land areas outside of shoreland areas, signs, sidewalks, patios, driveways, and parking lots are not defined as structures.