



## CITY of WARR ACRES

5930 NW 49<sup>th</sup> Street

Warr Acres, Oklahoma 73122

City Hall Phone (405) 789-2892

Permit # \_\_\_\_\_

Receipt # \_\_\_\_\_

Date Sold \_\_\_\_\_

### SIGN PERMIT APPLICATION

*Permits must be secured before work begins.*

#### GENERAL INFORMATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Sign Contractor's Address: \_\_\_\_\_

Sign Contractor's Phone Number: \_\_\_\_\_

#### SIGN INFORMATION:

1. Type of Sign:  
Pole \_\_\_\_\_ Wall \_\_\_\_\_ Ground \_\_\_\_\_ Other \_\_\_\_\_
2. Linear ft. of property fronting on the street \_\_\_\_\_
3. Dimension of sign \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_
4. Total area of sign \_\_\_\_\_ Square Feet
5. Type of material(s) proposed for the sign construction \_\_\_\_\_
6. Wind load, pounds per sq. ft (minimum of 40 lbs/sq ft required) \_\_\_\_\_
7. Height from ground to bottom \_\_\_\_\_
8. Proposed Installation Date \_\_\_\_\_
9. Proposed Completion Date \_\_\_\_\_
10. Sign illumination None \_\_\_\_\_ Direct \_\_\_\_\_ Indirect \_\_\_\_\_
11. Attach ONE set of plans showing:
  - a) A site plan/survey signed by a Surveyor or Engineer licensed by the State of Oklahoma within the last two years showing scaled dimensions of street centerline(s), property boundaries, building(s), existing sign(s) and the location of the proposed sign. No portion of the proposed sign may hang over any Public Right of Ways. The proposed sign must meet minimum clearance from any power lines as required by OGE.
  - b) Elevation detail of proposed sign with dimensions;
  - c) Construction details with the proposed signs structural members; signed by an Engineer licensed by the State of Oklahoma.
  - d) Anchor or footing detail with dimensions and load calculations/reactions; signed by an Engineer licensed by the State of Oklahoma.
  - e) Information contained on the sign.



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### Pole Sign Requirements in the C4 General Business District

- Maximum height of forty feet;
- Maximum size: two square feet of sign area for each linear foot of property fronting on the street, but not to exceed a total of four hundred square feet of area per sign face;
- One ground sign or one pole-mounted sign per street frontage;
- Permitted signs may be illuminated by direct or indirect lighting. Flashing or intermittent lighting shall only be permitted in the C-4 zoning district, and no rotating or any form of moving sign shall be permitted; provided, however, that a time-temperature sign may be permitted by the city council in the C-3 and C-4 zoning districts when it will be operated as a part of a permitted sign by a business occupying a structure on the premises;
- Electronic message board(s) requires a sign variance application;
- Pole signs must be a minimum of three feet below the natural surface of the ground and placed in concrete;
- Wind Resistance: All freestanding pole-mounted signs shall be constructed to withstand a wind pressure of not less than forty pounds per square foot;
- No part or position of any freestanding sign shall be located on or over public street right-of-way;
- No freestanding sign shall be erected, constructed, placed or replaced closer than fifty feet to the nearest property line of residentially developed and residentially zoned property;
- A pole-mounted sign shall have a minimum height, from ground level to the base of the sign, of fourteen feet in a traffic area and ten feet in a non-traffic area;
- A pole sign should not be installed closer than 10 feet to overhead power lines.  
(the applicant should contact OGE to verify minimum separation requirements)
- The applicant is responsible for determining any easements and notifying OKIEDIG.



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5930 N.W. 49th Street  
Warr Acres, Oklahoma 73122-4123  
City Hall - 789-2892  
Fax - 787-5432

## Contractor Requirements for Installation of Sign(s)

- \$150.00 Annual Contractor License (Expires on April 30<sup>th</sup>)
- \$5,000.00 Surety Bond in favor of The City of Warr Acres\*
- Submit completed sign application form

### \* 15.08.020 Bond

No sign contractor's license shall be issued until the applicant therefor has deposited with the City Clerk a surety bond in the sum of five thousand dollars, to be a "sign contractor's bond." Such bond shall be executed by the sign contractor, and the surety thereon shall be a corporate surety authorized to do business in the state. The bond shall be in favor of the city and conditioned that the licensee shall faithfully and properly conduct his business in compliance with all of the ordinances of the city relating to signs and sign contractors; and for the payment of all fines and penalties imposed for the violation of such laws; and for the protection and indemnification of the city against all damages resulting directly or indirectly from any injury to persons or property on account of the negligence or unskilled work of the licensee. Such bond shall be renewed annually, and no person, firm or corporation shall engage in the business of a sign contractor unless the bond as provided in this section is on file with the City Clerk.





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### Wall Sign Requirements

#### Wall Sign Requirements in the C3 and C4 General Business District

Building Width In Feet	Building Setback in Feet 0- 24.99	Building Setback in Feet 25- 39.99	Building Setback in feet 40- 59.99	Building Setback in feet 60 or more
0--25	60	70	80	85
25--35.99	95	115	125	135
36--45.99	130	155	170	180
46--55.99	165	200	215	230
56--65.99	200	240	260	280
66--75.99	235	280	305	330
76--85.99	270	325	350	380
86--95.99	305	365	400	430
96--105.99	340	410	440	475
106--115.99	375	450	490	525
116--124.99	410	490	530	570
Over 125	445	535	580	625

\* Building setback is from property line at street to building front.