

Elizabeth City/Pasquotank Regional Airport Rules and Regulations

Appendix B SIGN POLICY

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Exhibit 1 - APPLICATION FOR PLACEMENT OF SIGN ON AIRPORT PROPERTY

1.1 General: The following policy sets the rules and standards for the placement of non-Airport operations related signs on airport property.

- A. No signage may be placed anywhere on airport property or any Federal, NC state, Pasquotank County, or City of Elizabeth City own or controlled area without approval of the controlling agency.
- B. The airport will provide directory signs with uniform spaces for business related name signs to be placed,
- C. Only businesses currently operating at the airport under an existing lease agreement are allowed to apply for space on these directory signs.
- D. The Airport Authority retains the right to accept or refuse any request for the placement of any sign based on content, structure, and proposed location.
- E. Application for signage will be on Application for Placement form Exhibit 1.

1.2 Definitions: Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this Section should have the meaning indicated.

- A. **Sign** - Any words, lettering, numerals, parts of letters or numerals, figures, phrases, sentences, emblems, devices, designs, or trade names or trademarks by which anything is known (including any surface, fabric or other material or structure designed to carry such devices such as are used to designate or attract attention to an individual, firm, an association, a corporation, a profession, a business, or a commodity or product) which are exposed to public view and used to attract attention.

- B. **Director** – The Managing Director of the Airport Authority or his designee.
- C. **Directory signs:** signage listing names and locations for multiple business tenants in a building, or the companies in an industrial or office park.
- D. **Freestanding Sign** - Any sign which is supported by structures or supports which are placed on, or anchored in the ground, and which structures or supports are independent from any building or other structure.
- E. **Governmental Sign** - Any sign erected by or on behalf of a governmental body to post a legal notice, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic.
- F. **On-Premises Sign** – A sign which publicizes and directs attention to a profession, commodity, activity, product, service or entertainment conducted, sold or offered upon the premises where such sign is located.
- G. **Portable Sign** - A sign not permanently attached to any surface
- H. **Sandwich Board Sign** - A self supporting A-frame freestanding moveable signs with only two visible sides.
- I. **Sign Area** - The area of a sign shall be measured in conformance with the following:

(1) The area of the face of a sign shall be calculated to include the outermost part which forms the shape or display. Necessary supports and trim moldings shall not be included when calculating the area of the sign.

(2) In computing the area of a sign, standard mathematical formulas for common regular geometric shapes (triangle, parallelogram, circle and ellipse, or combinations thereof) shall be used.

(3) In the case of an irregularly shaped sign or a sign with letters and/or symbols affixed to or painted, displayed or incorporated into or upon a wall, canopy, awning or decorative facade of a building, the area of the sign shall be the area within the singular continuous perimeter, outlining the limits of the writing, representation, emblem, or any figure of similar character.

- J. **Special Event Sign** - A sign which relates to such events as promotions, festivals, air shows, grand openings, closeout sales, fund raising drives, or events of aviation specific civic, fraternal, philanthropic or educational organizations.
- K. **Temporary Signs** –Any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently.
- L. **Wall Sign** - A sign which is attached to an exterior wall or facade of a building.

M. **Warning Sign** - Any sign with no commercial message that displays information pertinent to the safety or legal responsibilities of the public such as signs warning of 'high voltage', 'no trespassing', and similar directives.

1.3 Locations Where Prohibited

- A. No tenant business freestanding sign shall be installed or erected at any location on Airport property.
- B. No sign of any description shall be installed, erected, or constructed in such a manner as to obstruct any egress point or any fire escape, or any window or door leading thereto, nor shall any sign be attached in any form, shape, or manner to a fire escape.
- C. No signs, other than operational or warning signs of the Airport, will be allowed on any fence.

1.4 Building Mounted Wall Signs

- A. Signs are allowed on no more than two sides of any business tenant leased or owned building.
- B. Such signs will not exceed 50% of the area on which they will be mounted or painted.
- C. Such signs may not protrude perpendicular from the wall more than 6 inches and in no case may they protrude beyond the edges of the building.
- D. All signs shall be installed and maintained in compliance with the North Carolina State Building Code and the National Electrical Code and shall have appropriate permits and inspections. Electrical signs and fixtures shall bear labels of a nationally accepted testing laboratory.
- E. It is the responsibility of the tenant business to maintain all wall signs in a state of good repair, in compliance with all building and electrical codes and this Appendix, and shall present a neat, well-kept appearance.
- F. The Director shall have the authority to order the painting, repair, alteration or removal of a sign, at the expense of the owner of such sign, which shall constitute a hazard to safety, health or public welfare by reasons of inadequate maintenance, dilapidation or obsolescence.
- G. In the event that the Director determines the sign to be out of standards, the tenant will be notified in writing. The tenant will have ten (10) working days to begin to rectify the issue. If insufficient progress has been made by that time, the sign will

be removed at the owner's expense and a new application must be filed in order to replace it.

- H. It is the responsibility of the tenant business to remove the sign upon discontinuation of lease.

1.5 Special Event Signs

- A. After the issuance of a special event permit from the Director or his designee, the following signs may be erected in those locations permitted: on-premise portable signs, banners, sandwich board, temporary and windblown signs such as pennants, spinners, flags, and streamers.
- B. These may be in place for a period not to exceed ten days before and 2 days after the event.
- C. Signs with blinking lights are prohibited.
- D. This permit is limited to a maximum of two per calendar year per tenant business or aviation related organization.
- E. The allowable sizes of permitted signs will be determined by the Director.

1.6 Temporary Signs

- A. Must be approved for use by the Director.
- B. May be put in place up to two (2) weeks prior to event.
- C. Must be removed within three (3) working days after event.
- D. May not exceed 18 inches by 24 inches in perimeter dimensions
- E. Any temporary signs, posters, notices or informational posts on the interior of the terminal building, outside of tenant controlled spaces, shall be in specified locations with the approval and at the discretion of the Director.

1.7 Non-Conforming Signs

- A. A nonconforming sign occurs when, on the effective date of this policy, an existing sign does not conform to one or more of the regulations in this policy
- B. All existing tenant installed building mounted wall signage which meets the standard in section 1.4 is grandfathered under this policy. Owners will have 1 year from the effective date of this policy to bring non-conforming building mounted wall signage up to this standard or remove it.

- C. All other tenant installed or displayed signage is considered non-conforming and must be removed within 3 months of the effective date of this policy.
- D. The existing aviation fuel provider pole sign is part of a mutual agreement with them and does not fall under the terms and conditions of this policy.

EXHIBIT 1

**ELIZABETH CITY/PASQUOTANK COUNTY REGIONAL AIRPORT
APPLICATION FOR PLACEMENT OF SIGN ON AIRPORT PROPERTY**

NAME: _____ DATE: _____

ORGANIZATION: _____

LEASE DATE _____ LEASE EXPIRES: _____

CIRCLE TYPE OF SIGN: WALL TEMPORARY SPECIAL DIRECTORY

PURPOSE OF SIGN: _____

DESCRIPTION OF SIGN (ATTACH DRAWING, ARTISTS RENDERING OR
PHOTOGRAPH AND ANY ADDITIONAL SHEETS)

PROPOSED LOCATION: _____

SIGNATURE OF APPLICANT: _____

DIRECTOR'S REVIEW AND RECOMMENDATION: _____

BOARD APPROVAL? Y N DATE: _____

Approval Number (XX-CY) _____ Signed _____

Director

Intended effect of non-conforming sign section in sign policy

Type of signage	Status	Action required
Authority provided Directory Signs	Only permanent signage authorized on site with exception of fuel vendor pole sign which is covered in separate agreement.	Only for Tenant businesses' use. Submit application for approval of directory insert IAW Sign policy.
Conforming Building Mounted Wall Sign	Grandfathered if in compliance with section 1.4	No-action required except continuing maintenance IAW section 1.4
Non-conforming Building Mounted Wall Sign	One year grace period to come in to compliance	Bring into compliance with section 1.4 within one year. If not brought into compliance then must be removed.
Other existing non-operational/informational signage.	Not allowed	To be removed within 3 Months of effective date of policy.
Temporary or Special Event signage	Allowed only with authorization of Authority.	Submit application for approval IAW Sign policy.