

PERMITTING

Community Development
(573) 364-5333
comdev@rollacity.org
901 N Elm Street

Tom Coots: City Planner
(Sign Permit Reviewer)
(573) 426-6974
tcoots@rollacity.org

Cindy Brown: Administrative Assistant
(573) 426-6985

Dawn Bell: Department Director
(573) 426-6973



Applications are located:

www.rollacity.org/comdev

Community Development, 2nd Floor
Rolla City Hall, 901 N Elm Street

Submit: Application, Site Plan, Sign/Building
Elevation, Engineered plans (if applicable)

- Email (preferred): comdev@rollacity.org
- Mail: **Community Development**
 - **PO BOX 979, Rolla, MO 65402**
- In person: Rolla City Hall, 2nd Floor

Fees: (Paid after review is complete)

Signs, 50 Square Feet and Under: **\$150**

Signs, Over 50 Square Feet: **\$300**

Site Plan Requirements:

- Must be drawn to scale
- Must show location of proposed sign
- Must show dimensions of the proposed sign
- Must show the distance of proposed sign to property lines and/or relevant physical objects

Prohibited Signs: Flashing signs, signs that emit smoke or vapor, strobes or mirrors, signs that can be confused as official government signs or obscure official signs, snipe signs, vehicular signs

Zoning Districts:

www.rollacity.org/maps.shtml

[Zoning Map](#)

Sign Regulations:

www.rollacity.org - Ordinances

Chapter 42, Article III, Section 42.340

[Sign Regulations](#)

? QUESTIONS

Do I need a permit for my sign?

Permanent signs require a sign permit. Permits may be needed for structural alterations and electrical work.

Temporary signs, exempt signs, window and wall signs less than 20 square feet, changing of copy, and maintenance do not require a permit.

Where can I place my sign?

Signs must be placed on your property or on property with permission of the owner. Signs may not be placed in the street right-of-way. Signs may not be subject to setbacks, but some cannot be placed in an easement. Contact us for more information.

ZONING

SIGN TYPES

C-1/C-C DISTRICTS:

- Pole, ground, projecting, and wall signs allowed
- Roof signs in C-C only
- Wall signs total up to building wall length x 2 sq. ft.
- 1 Pole or Ground Sign Up to 100 sq. ft. for each 100 feet of frontage
- More than 1 pole sign requires 500 feet separation
- Max height for pole signs is 20 ft.
- Projecting signs up to 20 sq. ft.; clearance 7 ft.

C-2/M/P DISTRICTS:

- Pole, ground, projecting, mechanical movement, revolving signs allowed; Roof signs allowed in C-2 only
- 1 Pole or Ground Sign Up to 100 sq. ft. for each 100 feet of frontage
- More than 1 pole sign requires 500 feet separation
- Wall signs total up to building wall length x 4 sq. ft.
- Projecting signs up to 20 sq. ft.
- Minimum clearance for projecting signs is 7 ft.
- Max height for pole signs is 40 ft.

TEMPORARY SIGNS:

- Each occupied tenant space/business is allowed 2 temporary signs
- Vacant property allowed unlimited number up to total of 96 sq. ft.
- Temporary freestanding signs and banners allowed up to 32 sq. ft. in size.
- Sandwich boards up to 16 sq. ft.
- Inflatable signs and balloons up to 75 sq. ft.
- Off-premises signage allowed for up to 14 days per quarter
- NOT permitted in street right-of-way

PERMANENT SIGNS



PROJECTING



WALL SIGN



POLE SIGN



GROUND SIGN



ROOF SIGN



ROTATING SIGN

TEMPORARY SIGNS



INFLATABLE SIGN



SANDWICH BOARD



FEATHER SIGN



TEMPORARY GROUND



BANNER



BALLOON SIGN