

A crucial part of many businesses is being seen! Well-designed signage can make a big difference in how well businesses are found and perceived, particularly those who are open to the public. In addition to permanent signage, businesses often need additional signs on a temporary basis to draw attention to events such as sales, product promotions or grand openings.

The City of Xenia regulates temporary signage in order to promote free and creative expression while preventing excessive sign clutter that can undermine business visibility, impact traffic safety and cause a blighting influence.

Key regulations are summarized below. A zoning permit is required for any temporary commercial sign over 24 sq. ft., with the exception of signs where construction activity is occurring (see below). More information can be found in the City’s Land Development Code. Signs with non-commercial content, such as political signs, are exempt from these requirements.



**Standards for All Temporary Commercial Signs**

Zoning District	Maximum Sign Area Allowed Per Lot Year-Round (sq. ft.)	Additional Maximum Sign Area Allowed Per Lot Up to 60 Days Per Calendar Year (sq. ft.)
O-1/B-1/B-2	12	24
B-3/P-1/I-1/I-2	24	32 <sup>1</sup>

<sup>1</sup>For multiple adjacent lots under common ownership, permitted sign area may be aggregated into a single sign that exceeds 32 sq. ft.

**Standards for Specific Types of Temporary Commercial Signs (in addition to above standards)**

Sign Type	Location	Number, Size and Duration
Construction Signs (no permit required)	<ul style="list-style-type: none"> <li>Where Construction/Renovation is occurring</li> </ul>	<ul style="list-style-type: none"> <li>1 sign per use</li> <li>32 sq. ft. per lot, in addition to above allowances</li> <li>Allowed during construction until 20 days after completion</li> </ul>
Banner Signs	<ul style="list-style-type: none"> <li>Attached to building or other structure</li> <li>Not above roofline</li> </ul>	<ul style="list-style-type: none"> <li>None, other than Standards for All Temporary Signs</li> </ul>
Blade Signs	<ul style="list-style-type: none"> <li>Single-pole, freestanding</li> <li>At least 50 ft. apart</li> </ul>	<ul style="list-style-type: none"> <li>Up to 2 signs at a time</li> <li>Up to 12 ft. tall, 4 ft. wide</li> </ul>
Balloon/Air-Activated Signs	<ul style="list-style-type: none"> <li>Prohibited in B-2 District</li> <li>Set back from right-of-way a distance equal to height</li> </ul>	<ul style="list-style-type: none"> <li>1 per lot</li> <li>Up to 12 ft. tall if 32 sq. ft. or less</li> <li>Up to 25 ft. tall if more than 32 sq. ft.</li> </ul>
Flag Banners	<ul style="list-style-type: none"> <li>Mounted on building wall</li> </ul>	<ul style="list-style-type: none"> <li>Up to 32 sq. ft.</li> <li>At least 8 ft. from ground, no more than 20 ft. tall</li> <li>Can extend no more than 3 ft. across sidewalk</li> </ul>
Yard Signs	<ul style="list-style-type: none"> <li>Freestanding</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of two faces, back-to-back, up to 8 ft. tall</li> </ul>
Portable Message Centers	<ul style="list-style-type: none"> <li>Prohibited in B-2 District</li> </ul>	<ul style="list-style-type: none"> <li>Electronic message centers or manual changeable copy</li> </ul>
Sidewalk Signs	<ul style="list-style-type: none"> <li>On a sidewalk at least 8 ft. wide</li> </ul>	<ul style="list-style-type: none"> <li>Up to 12 sq. ft., 3 ft. wide and 4 ft. tall</li> </ul>

APPLYING FOR A PERMIT? START HERE: [WWW.EXPLOREXENIA.COM](http://WWW.EXPLOREXENIA.COM) — CLICK PERMITS

**QUESTIONS? CONTACT US!**

CITY OF XENIA PLANNING AND ZONING: 937.372.6389 [WWW.EXPLOREXENIA.COM](http://WWW.EXPLOREXENIA.COM)

GREENE COUNTY DEPARTMENT OF BUILDING REGULATION: 937.562.7420 [WWW.GREENECOUNTYOHIO.GOV](http://WWW.GREENECOUNTYOHIO.GOV)