



City of WOODSTOCK

Department of Building & Zoning
121 W. Calhoun Street, Woodstock, Illinois 60098
www.woodstockil.gov

Permit number

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SIDEWALK SIGN ANNUAL PERMIT APPLICATION

Address of Sign: _____

Name of Business/Organization: _____

Sign Owner/Applicant: _____

Mailing Address of Applicant: _____

Phone Number: _____ Email: _____

PERMIT APPLICATION PROCESS

1. Complete page one of the permit application form and sign the agreement below.
2. Submit to the Woodstock Building & Department for review. Fee is paid upon approval.
3. Please provide photos, drawings, and descriptions which demonstrate that the sign meets the following design, size, and location standards:
 - A. There is no alternative location for a permanent ground sign on private property.
 - B. The sidewalk sign shall be oriented to pedestrians, not motorists.
 - C. The sidewalk sign must not present an obstruction or risk to public safety at any time.
 - D. When the sidewalk sign is placed in front of the business, there will be at least 5 feet of unobstructed sidewalk.
 - E. There will be only one sign per business or per entrance, whichever is less.
 - F. The sign location will be oriented to pedestrian traffic and will not block visibility for pedestrians or motorists.
 - G. The sidewalk sign will be 3 to 4 feet in height with a maximum area of 6 square feet.
 - H. The sign will not contain projecting elements that could cause injury.
 - I. The sidewalk sign will utilize high quality, weather resistant materials, with professional lettering.
 - J. If the sidewalk sign contains a dry erase board or chalkboard, it will be within a decorative frame.
 - K. Graphics, colors and materials will complement the location and the public square.
 - L. The sign will not be constructed of PVC pipe, will not contain balloons, festoons, streamers, dispensing pockets or other moveable parts or attachments, and will not be mounted on wheels.
 - M. The sign will not be illuminated.

I have read the attached regulations and I agree that the City may relocate or remove the sidewalk sign and /or rescind the permit for failure to comply with the provisions of the Woodstock Sign Control Ordinance and this permit. I understand that the City accepts no liability for any injury caused by, or damage to, this sign.

Applicant's signature _____ **Date** _____

Approved by: _____ **Date issued:** _____ **Permit fee: \$30.00**

Special conditions: _____

Permit expiration date: _____

SIDEWALK SIGN REGULATIONS

Sidewalk signs are temporary signs which are permitted to be placed on public sidewalks and which are intended for pedestrian oriented businesses only. They may be a-frame or sandwich board style or self-standing doubled sided panels.

1. Location: A sidewalk sign is only allowed where there is not an alternative location for a permanent ground sign on private property. A sidewalk sign shall be oriented to pedestrians, not motorists. A sidewalk sign must not present an obstruction or risk to public safety at any time.

A sidewalk sign may only be placed in front of the building in which the business is located, provided that at least five feet of unobstructed sidewalk remains. The sign must be placed within a foot of the wall of a building; however, the Building and Zoning Director may approve an alternative location, based on the location of other obstructions in the right of way.

A sign may not be attached to any other structure, sign, bench, planter, pole, bollard, tree or other streetscape feature.

2. Number of signs: One sign may be displayed per business or per entrance, whichever is less. If multiple businesses share a building entrance, they must share a sidewalk sign. No other temporary sign may be displayed at the same time that a business is displaying a sidewalk sign.
3. Use of signs: Sidewalk sign permits will only be granted to businesses, where pedestrian traffic is typical. A sign may only be displayed during business hours and must be removed at the close of business each day. Sidewalk signs may not be displayed during times of high winds, snow, or when sidewalks are congested and the placement of the sign may impede the movement of people.
4. Size: A sidewalk sign must be between three (3) and four (4) feet in height and the maximum area of a single side of the sign must not exceed six (6) square feet. Creative shapes may be used provided they do not extend beyond the maximum dimensions and do not contain projecting elements which could cause injury.
5. Design and Materials: A sidewalk sign must utilize high quality, weather resistant materials, with professional lettering and must be maintained in good condition. Dry erase boards and chalkboards are not permitted unless they are within a decorative frame or incorporated into a sign with perimeter artwork. Graphics, colors and materials should complement the associated location and the public space.
6. PVC pipe signs, signs with balloons, festoons, streamers, dispensing pockets or other moveable parts or attachments, and signs mounted on wheels are prohibited.
7. Sign Message: The text of the sign shall relate only to the business conducted or goods sold on the premises. Changeable copy letters are not allowed.
8. Illumination is not allowed.
9. Permits: An annual sidewalk sign permit is required. The sign owner shall provide the City of Woodstock with an appropriately worded indemnity and the minimum acceptable liability insurance coverage prior to the issuance of the permit. The City accepts no liability for any injury or damage caused by a sign.
10. Prior to the issuance of a Sidewalk Sign Permit, the Building and Zoning Department shall review the proposed sign for compliance with this ordinance and for compliance with the design standards in this ordinance. The Building and Zoning Department may reject any sidewalk sign application which does not comply with the sidewalk design standards in Section 13.6.5 or it may refer the application to the Historic Preservation Commission for review. The applicant may appeal the decision of the Historic Preservation Commission to the Woodstock City Council.
11. If a permit holder fails to comply with the provisions of this Ordinance, the permit shall become void and the Building and Zoning Director may cause the sign to be removed.