



ZONING ADMINISTRATOR  
SIGN PERMIT APPLICATION

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUSINESS (SIGN APPLIED FOR): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TYPE OF SIGN REQUESTED: \_\_\_\_\_

SIGN DESCRIPTION: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PARCEL ID#: \_\_\_\_\_

**\*\* ADDITIONAL REQUIREMENTS \*\***

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. A MASTER OF COMMON SIGNAGE PLAN INCLUDING:

- |                           |                              |
|---------------------------|------------------------------|
| A. SITE LAYOUT PLAN       | D. LIGHTING OR ILLUMINATION  |
| B. SIGN SPECIFICATIONS    | E. SHARED USAGE ARRANGEMENTS |
| C. PROPOSAL SIGN LOCATION |                              |

2. RENDERING OF PROPOSED SIGN:

- |               |                              |
|---------------|------------------------------|
| A. DIMENSIONS | D. ILLUMINATION              |
| B. AREA       | E. SUPPORT METHOD/ATTACHMENT |
| C. HEIGHT     | F. ART WORK/MESSAGE ON SIGN  |

3. LOCATION OF NEARBY TRAFFIC CONTROL DEVICE

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS OF APPROVAL:

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- **Section 80.014. - Sign permit procedures.**

From and after the effective date of this Ordinance, permits for all signs of a permanent nature which are required to have a permit, including outdoor advertising signs (billboards), and accessory signs (attached and freestanding), shall be issued in accordance with the provisions of this section.

(a)

*Application.* Any person seeking a sign permit shall file an application with the Village of Godfrey. The application shall be in a form prescribed by the planning and zoning commission, but minimally, shall contain the following information:

(1)

Name, address and telephone number of applicant.

(2)

Location where sign is to be located on the zone lot.

(3)

Master or common signage plan (section 80.012).

(4)

Permanent property (parcel) identification number and proof of ownership for the zone lot where sign is to be located.

(5)

A drawing of the proposed sign showing its dimensions, area, overall height, illumination, method of support/attachment and message or depiction to be placed upon the sign.

(6)

The location of any nearby traffic control devices.

(7)

One application and permit may include multiple signs on the same zone lot.

(8)

Such other information as the planning and zoning commission may reasonably require to determine compliance of the application with the provisions of this Ordinance.

(b)

*Review and action on application.* A completed sign permit application shall be reviewed by the zoning administrator or such other official of the village as designated by the President and Board of Trustees of the Village of Godfrey. No application shall be deemed received for review until it is complete in all particulars and all information required has been submitted by the applicant. A submitted application shall be reviewed within 21 days of its initial submission for completeness. If it is found to be incomplete, the reviewing official shall notify the applicant of any incomplete items or deficiencies within the said 21-day period. An incomplete application is not deemed filed for purposes of review under this section.



Within 21 days of the submission of a fully complete application for a sign permit, the reviewing officer shall either:

(1)

Issue the sign permit, if the sign(s) that is the subject of the application conforms in every respect to the requirements of the ordinance, unless the sign is one which requires the approval of the planning and zoning commission. If the sign application requires the approval of the planning and zoning commission, the commission will consider the application at its next regular meeting following referral; provided that, the application must be referred not less than ten days, prior to a regular meeting of the planning and zoning commission for consideration at that meeting. If this time requirement is not met, this application will be considered at the next subsequent regular meeting of the planning and zoning commission. The planning and zoning commission shall issue its decision within 45 days of the first regular meeting at which it considers the application. Failure to approve within the foregoing time limit shall constitute approval of the application.

(2)

Reject the sign application and refuse to issue a permit, if the sign(s) that is the subject of the application fails in any manner to conform to the requirements of the ordinance. In case of a rejection, the reviewing officer shall specify the reason or reasons for the rejection and will notify the applicant within the 21-day submission period or within ten days thereafter.

By agreement of the applicant and the reviewing officer or commission, the foregoing time limits may be extended or waived.

- **Section 80.017. - Compliance requirements for all signs.**

All signs within the Village of Godfrey from and after the effective date of this Ordinance shall meet the following requirements of compliance:

(a)

*Removal of signs.* Any sign for which a permit has been issued and which permit has lapsed or been revoked, or a sign for which the time allowed for the continuance of the sign as nonconforming has expired, shall be removed by the owner of the zone lot upon which the sign is located within 30 days of the event which requires such removal.

(b)

*Signs in right-of-way.* Any sign installed or placed on public property, or on, in, or above public rights-of-way, except in compliance with the provisions of this Ordinance, shall be removed by the owner and shall be subject to immediate forfeiture to the public and confiscation as provided for herein.

(c)

*Obsolete or defunct signs.* Any sign which advertises a business or activity no longer conducted on the zone lot on which the sign is located shall be removed by the owner

of the zone lot within 90 days of the cessation of the business or other activity advertised by the sign. Removal may be deferred in the event the sign is to be utilized by a subsequent occupant of the establishment or premises; provided that, the message of the sign shall be removed and replaced within 30 days after the discontinuance of the prior use or closure of the establishment which related to the previous sign. For purposes of this subsection, businesses or activities which are seasonal in nature shall not be considered a cessation of business or other activity.

(d)

*Unsafe signs.* Any sign which is unsafe, unsecured, or a menace posing a danger to the public safety shall be removed by the owner immediately upon notice to the owner of the zone lot by the village.

(e)

*Deteriorated or abandoned signs.* Any sign which has been abandoned or which has not been properly maintained, including cleaning and painting of painted surfaces and replacement of damaged parts, shall be removed within 30 days by the owner of the zone lot after notice has been given by the village, unless within said 30-day period, the sign is brought into proper maintenance.

(f)

*Signs installed without permit.* Any sign which has been installed in violation of any applicable building code or in violation of this Ordinance shall be removed by the owner of the zone lot upon which the sign is installed after notice has been given by the village to such owner. Removal shall occur within 30 days of the date such notice is given.

(g)

*Hazardous signs.* No sign of any type shall be erected, located or maintained:

(1)

So as to interfere with any line of sight for any vehicular or pedestrian traffic;

(2)

So as to interfere with, obstruct the view of, or cause confusion with any authorized traffic sign, signal or device;

(3)

So as to prevent free access or egress from any door, window, fire escape or driveway; or

(4)

So as to create any sort of hazard or danger to any other nearby structure, property or the public.

(Ord. No. 04-2012, 3-6-2012)

• **Section 80.018. - Violations.**

Any of the following shall be a violation of this Ordinance and shall be subject to the enforcement remedies and penalties provided by this Ordinance and by any other applicable federal or state law:



- (a) To install, create, erect or maintain any sign in any way which is inconsistent with any plan or permit governing such sign or the zone lot on which the sign is located.
- (b) To install, create, erect or maintain any sign requiring a permit without such a permit.
- (c) To install, create, erect or maintain any prohibited sign.
- (d) To install, create, erect or maintain any nonpermitted signs in the public right-of-way or on public property.
- (e) To install, create, erect or maintain any sign which is allowed without a permit, but which violates the standards and requirements applicable to such signs.
- (f) To install, create, erect or maintain any temporary sign which violates the standards and requirements applicable to such signs.
- (g) To fail to remove any sign which is installed, created, erected or maintained in violation of this Ordinance, or for which authorization has lapsed.
- (h) To fail or refuse to comply with any requirement or provision of this Ordinance or to fail or refuse to obey or comply with any order or directive issued pursuant to the provisions of this Ordinance.
- (i) To continue any violation under this Ordinance. Each day of a continuing violation shall be considered a separate violation when applying the penalty provisions of this Ordinance.

Each sign installed, created, erected or maintained in violation of this Ordinance shall be considered a separate violation when applying the penalty portions of this Ordinance.

*(Ord. No. 04-2012, 3-6-2012)*

- **Section 80.013.2. - Accessory signs.**

(a)

An accessory sign is one which is related directly to the business or activity of the establishment located upon a particular zone lot or premises and which is physically located on the zone lot. An accessory sign may be attached or freestanding.

(b)

An attached accessory sign is one which is physically affixed to a building or other nonsign structure upon the premises. Typical examples include, but are not necessarily limited to, canopy and awning signs, building signs, marquee signs, flush-mounted (wall) signs, roof (integral) signs, projecting signs, and suspended signs.

(c)

A freestanding accessory sign is one which is permanent in nature and is not attached to any other structure upon the premises. The standards set forth in this section shall apply to all accessory signs.

(d)

No accessory sign shall be located or installed in any conservation overlay district or visual corridor (viewshed) except by approval of the planning and zoning commission.

*(Ord. No. 04-2012, 3-6-2012)*

- **Section 80.013.3. - Accessory signs in residential districts.**

(a)

Accessory signs in residential districts shall be limited to development identification signs which state the name or otherwise identify a residential subdivision or other residential development. Such development identification signs shall be limited to one pair of such signs per development entry.

(b)

The maximum area of each such pair of signs (or one sign if there is only one sign at the entry) shall be 50 square feet. The height of such sign shall not exceed six feet and such sign shall be located no closer than the right-of-way of the street adjoining the entry.

(c)

No such sign shall be installed or positioned in such a manner as to create any type of interference with, obstruction of the view of, or confusion with any authorized traffic sign, signal, or device, or so as to create any other type of hazard to traffic or line of sight. In addition, such signs located at intersections (public or private streets, alleys, entryways, drives) must meet the line of sight requirements of subsection 80.016(j). Such signs may be illuminated, provided that, no colored light shall be used which would in any manner interfere or confuse vehicular traffic or create a nuisance to the public or nearby properties or cause a traffic hazard.

*(Ord. No. 04-2012, 3-6-2012)*

- **Section 80.013.4. - Accessory signs in agricultural, business and manufacturing districts.**



(a)

*Maximum area.* The maximum accessory sign area permitted on any one zone lot in any agricultural, business, or manufacturing zoned district shall not exceed one square foot per one foot lineal frontage of the zone lot for the first 100 feet of such frontage, plus one-half square foot of sign area per one foot of frontage in excess of 100 feet of such frontage; provided that, the maximum combined sign area displayed by any establishment(s) on any zone lot in any zoning district shall not exceed 300 square feet of signage, except as otherwise allowed herein. If any zone lot has frontage on two or more streets, each side having frontage shall be considered separately for purposes of determining compliance with the provisions of the foregoing limits, however, the sign area allowances shall be aggregated so as to allow any establishment on such zone lot to display on any one frontage a greater area of signs than would otherwise be permitted by this section for one such frontage. "Multi-Occupant Structures Allowed" sign would be regulated by storefront footage of each unit.

(b)

*Planned unit developments.* Signage in any planned unit development (business, manufacturing or residential, or combination) shall conform to the same standards as would be applicable within the zoning district which most closely approximates the usage of the site within the planned unit development where the sign

- **Section 80.013.5. - Additional standards and requirements applicable to attached accessory signs.**

In addition to the square footage limitations set forth above, the following additional standards and requirements are applicable to all attached accessory signs:

(a)

*Minimum allowable square footage.* Regardless of the frontage of any zoning lot, there shall be a minimum sign allowance equal to 25 square feet for each zoning lot. The minimum sign allowance shall include all attached accessory signs in combination.

(b)

*Height.* The height of any attached accessory sign, regardless of type, shall be limited to the top of the wall or structure to which the sign is attached, except that signs may be mounted on the roof or top of a building or structure on a premises so long as the sign does not extend vertically beyond the highest portion of the roofline of the structure or establishment on which such sign is mounted, and no higher. Roof signs, as defined in section 80.003 are prohibited. Roof signs, integral, are permitted, but must comply with the definitional requirements for such signs (see definitions for roof sign and roof sign, integral). (See subsection 80.009(h).)

(c)

*Number.* There shall be no more than one suspended sign per entry to any establishment.

(d)

*Wall or flush-mounted signs.* Wall or flush-mounted signs shall be installed no more than 18 inches from the wall upon which they are installed and shall be installed in a manner which does not create a hazard to the public.



(e)

*Projecting and suspended signs.* Projecting signs (which shall include suspended signs, awnings, and canopy signs) shall not project more than six feet from any wall, building, or structure to which they are attached. No such sign shall project over any street, alley, driveway, or closer than two feet to the curb or edge of any street, alley or driveway. Suspended signs shall not exceed six square feet in area. All projecting signs shall maintain a minimum clearance above the grade over which they are located of not less than nine feet. Projecting signs shall not extend over public sidewalks, except in zoning districts where buildings are permitted to be built to the property line of the zoning lot, without setback, in which case such signs shall only extend into or over public sidewalk right-of-way a distance of not more than four feet.

(f)

*Movement prohibited.* No attached accessory sign shall be animated or revolve, rotate, or mechanically move in any manner. Movement of such signs is prohibited.

(g)

*Illumination.* Attached accessory signs may be illuminated, subject to the following:

(1)

Only white light may be used to illuminate a sign which is located within 300 feet of a residentially zoned district.

(2)

No red, yellow, green, or other colored light shall be used at any location in such a manner as to confuse or interfere with vehicular traffic.

(3)

No sign shall have blinking, flashing, or fluttering lights, or other illuminating devices which have a changing light intensity, brightness, or color; provided that, this provision shall not apply to any message on any electronic changeable copy sign. Beacon lights and illumination by flame are prohibited.

(4)

Light from any illuminated sign must be shaded, shielded, or directed so as to avoid the creation or continuation of any nuisance to the public or surrounding properties, or the creation of traffic hazards.

(h)

*Hazardous attached accessory signs prohibited.* No attached accessory sign, shall be erected, located, or maintained so as to interfere with any line of sight for any vehicular or pedestrian traffic. No attached accessory sign shall be erected, located or maintained so as to interfere with, obstruct the view of or cause confusion with any authorized traffic sign, signal or device. No attached accessory sign shall be erected, located or maintained in any manner which would prevent free access to or egress from any door, window, fire escape, or driveway. No such attached accessory sign shall be erected in a manner which would create any sort of hazard to any other nearby structure.

(i)

*Electronic changeable copy signs.* No attached accessory sign which consists of an electronic changeable copy sign shall be located or installed on any zone lot, except



with the permission of the planning and zoning commission. Such signs shall meet all of the other requirements for attached accessory signs and, additionally, shall be required to be located and operated in a manner which will not interfere with traffic or create any nuisance for the public or surrounding properties by virtue of its degree of illumination or other characteristics. Time and temperature signs are not considered electronic message or changeable copy signs for purposes of this provision.

*Note:* See general standards and requirements at sections 80.016 and 80.017.35.

(Ord. No. 04-2012, 3-6-2012)

- **Section 80.013.6. - Additional standards and requirements applicable to freestanding accessory signs.**

In addition to the requirements limiting the square footage of signage of any zoning lot set forth above, freestanding accessory signs are subject to the additional requirements set forth in this section. The purpose of these additional requirements is to prevent visual clutter resulting from an excessive number of signs located within an insufficient space such that the effectiveness of the signage as a means of communication is diminished.

(a)

*Single sign size limitation.* No single freestanding accessory sign shall be larger than indicated in the following schedule:

Zoning District	Square Footage
B-1	100
B-2, B-3	150
Ag, B-4	200
B-5, M-1, M-2	300

- \*(In the event the foregoing zoning classifications have not been established by the Village of Godfrey at the effective date of this Ordinance, the zoning classifications of any zoning ordinance then applicable within the Village of Godfrey which most closely approximate the foregoing categories shall be applied until such time as the village establishes the classifications listed above.)

(b)*Height.* No single freestanding accessory sign shall have a height which exceeds the standards set forth below:

Zoning District*	Height in Feet
B-1	8 feet
B-2, B-3	12 feet
Ag, B-4	15 feet
B-5, M-1, M-2	30 feet

\*(In the event the foregoing zoning classifications have not been established by the Village of Godfrey at the effective date of this Ordinance, the zoning classifications of any zoning ordinance then applicable within the Village of Godfrey which most closely approximate the foregoing categories shall be applied until such time as the village establishes the classifications listed above)

(c)

*Setback requirements.* No freestanding accessory sign shall be located in or over any public right-of-way and no such sign shall be located so as to create any impediment to vision of traffic in the area of such a sign. In addition, freestanding accessory signs located at intersections (public or private streets, alleys, entryways, drives) must meet the line of sight requirements of section 80.0160. A freestanding accessory sign located on any zoning lot which is not on a public right-of-way shall be located not less than ten feet inside the property line of such zoning lot.

(d)

*Spacing between signs.* In order to maintain the effectiveness of signage, spacing shall be maintained between signs located along the same street/right-of-way or other frontage so as to prevent the diminution of the effectiveness of such signs as a result of their number or density within a given frontage. In agriculturally zoned districts, not less than 200 feet shall separate each freestanding accessory sign. In all other business and manufacturing zoned districts, not less than 50 feet shall separate each freestanding accessory sign. The foregoing notwithstanding, each zoned lot shall be entitled to not less than one freestanding accessory sign per zone lot.

(e)

*Minimum allowable sign area.* Regardless of the sign area standard set forth above, each zone lot shall be entitled to one freestanding accessory sign which does not exceed 25 square feet in size.

(f)

*Illumination.* Freestanding accessory signs may be illuminated, subject to the following: