

# **TEMPORARY** **SIGN** **REQUIREMENTS**



*This handout is for informational purposes only.  
The provisions of the City's adopted codes prevail.*

## **DOCUMENT SUBMITTAL CHECK LIST**

A permit is required and must be obtained prior to the installation of a temporary sign. Please ensure the following items are provided to the Community Development Department:

- [Application for Temporary Sign Permit](#)
- One copy of a plat of survey (to scale), or a site plan providing a sign diagram indicating the location, dimensions, and wording on the sign.

**Failure to provide any of the above documents may result in processing delays.**

## **GENERAL INFORMATION AND FEES**

- Temporary signs are limited to two (2) locations unless otherwise approved by the Community Development Director.
- A letter from each property owner/landlord is required granting permission to display signs on the dates indicated on the application.
- It is the property owner's/contractor's responsibility to contact J.U.L.I.E. (811) to locate underground utilities on the lot prior to excavation.
- The application review period averages from 5 to 7 business days. The applicant will be contacted when the permit is issued and ready for payment. A list of required inspections will be provided to you when you pay for and pick up the permit.
- Inspections must be scheduled at least one day prior to the desired inspection date by calling the Community Development Department at (815) 895-4434.
- If work commences prior to permit issuance, the building permit fee shall be doubled.
- A permit may become invalid if work does not begin within 180 days of issuance.
- Fees:

Temporary Sign Fee: \$50.00/sign

The city waives the first \$2,000 for all Not for Profits. A 501c3 letter must be attached to the application to qualify for this waiver.

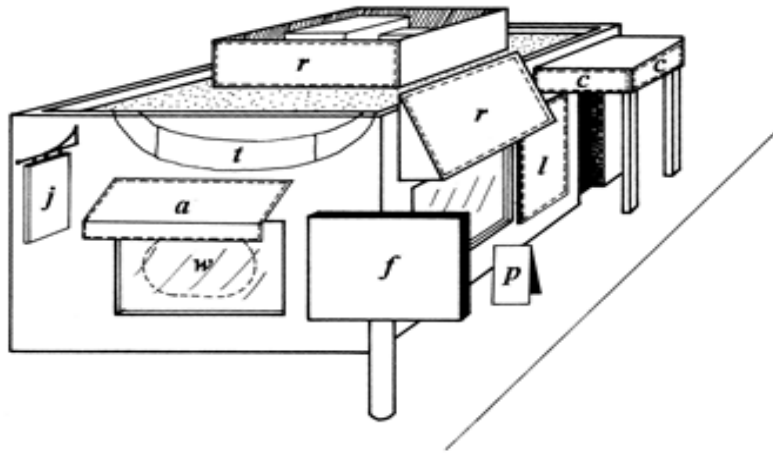
- The fees listed in this document are for general guidance and not necessarily comprehensive. Required utility upgrades, changes made to the approved permit, or items not mentioned will be assessed accordingly.
- Alterations to the approved plans must be resubmitted to the Community Development Department in writing for review and approval prior to construction.
- Please contact the Community Development Department during regular business hours regarding specific questions.

## **CODE REQUIREMENTS**

- Additional code requirements under the [UDO 6.8](#) may apply to your project.
- No sign is allowed in the public right of way.
- All signs must be a minimum of 10' from a property line.
- No signs are allowed within any sight triangle, blocking the view of motorists.
- The installer is responsible for all manufacturer's specifications.
- **REAL ESTATE SIGNS:** [UDO \(6.8.6\(J\)\(1\)\)](#) Such signs shall have no more than eight (8) square feet in area, provided that no more than one (1) such sign shall be permitted in each yard abutting a street. Real estate signs shall be freestanding signs and setback not less than ten (10) feet from any lot line and shall not exceed six (6) feet in height and shall not be illuminated. Signs must be removed within five (5) days of closing or lease transaction.
- **ALL OTHER TEMPORARY SIGNS:** [UDO \(6.8.8\(G\)\(1-6\)\)](#) A Temporary sign, where permitted, shall be an awning, canopy, roof and wall sign, subject to the following:
  1. Number: Not more than one temporary sign shall be permitted per street frontage.
  2. Location and Height: Temporary signs shall comply with all requirements for awning, canopy, roof and wall signs.
  3. Sign Area: No freestanding temporary sign shall exceed thirty-two (32) square feet in area and eight (8) feet in height. No temporary sign attached to an awning, canopy, roof or wall shall exceed thirty-two (32) square feet in area.
  4. Illumination: Temporary signs shall not be illuminated.
  5. Duration of Display: Temporary signs shall be permitted for no more than fourteen (14) consecutive days and no more than six (6) times during a calendar year.

## **APPLICABLE BUILDING CODES**

- City of Sycamore Municipal Code
- Unified Development Ordinance



*Sign Types (by Structural Classification)*

*Where a = Awning Sign; c = Canopy Sign; f = Freestanding Sign;  
j = Projecting Sign; l = Wall Sign; p = Portable Sign; r = Roof Sign;  
t = Temporary Sign; and w = Window Sign*

- **Awning sign. (a)** A sign that is mounted on or attached to an awning that is otherwise permitted by this Article.
- **Canopy sign. (c)** A sign that is mounted on or attached to a canopy that is otherwise permitted by this Article.
- **Ground or Pole sign. (f)** A sign supported independently of any structure. Such sign may be referred to as a ground or pole sign. All ground signs supported by a pole or poles shall have base screening in accordance with 6.8.8(C)(10)
- **Portable sign. (p)** A freestanding sign, no face of which shall exceed 50 square feet, attached to or mounted upon a frame intended to be moved from place to place. Such sign may be used as a grand opening sign and may or may not include moveable lettering and/or electrical equipment for use as illuminated signs.
- **Projecting sign. (j)** A sign attached perpendicular to a wall of a building, supported solely by the building, and having not more than two faces which may be no more than 12 inches apart.
- **Temporary signs. (t)** Any sign, banner, pennant, streamer, or advertising display constructed of cloth canvas, light fabric, cardboard, wallboard, or other lightweight material without a frame. A temporary sign shall be a wall, window, awning or canopy sign.
- **Roof sign. (r)** Any sign erected, constructed or maintained on the roof of any building. A roof sign includes any wall sign which extends more than five (5) feet above the roof line. 6.8.3(21).
- **Wall sign. (l)** A sign painted on or fastened to the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign and which does not project more than twelve (12) inches from such building or structure.
- **Window sign (w)** A sign which is painted, applied, or attached to, or located within three (3) feet of the interior of a window, which sign may be seen through the window from the exterior of the structure