



General

Chapter 152 of the Galesburg Municipal Code establishes the provisions for outdoor signs in the City. Any person violating, disobeying, neglecting or refusing to comply with, or resisting enforcement of any of the provisions of this chapter shall be guilty of an offense.

Sign Area. The area of a sign shall be measured by the smallest square, rectangle, triangle, circle or combination thereof which will encompass the entire sign facing.

Alterations. A sign shall not be rebuilt, relocated, enlarged or extended without conforming to the requirements of this chapter. Such a sign, however, may be repaired and maintained. The changing of movable parts or the repainting or reposting of display matters shall not be deemed an alteration.

Maintenance. All components of a sign shall be kept in good repair at all times. The building inspector may order the removal of any sign that is not maintained in accordance with the provisions of this chapter.

Housekeeping. The immediate premises occupied by the sign shall be kept free and clear of all sign material, weeds, trash, debris and other refuse by the owner or lessee of such sign.

Relocation. Any sign that is moved to another location, either on the same or other premises, shall be considered a new sign.

For any sign or advertising structure now or hereafter existing, which advertises a business, commodity, service, entertainment, activity or event which has been discontinued, or is located on property which has been vacant and unoccupied, the Building Inspector shall give written notice requiring removal of the sign to the property owner, agent or person having the beneficial use of the building, structure or premises upon which it is found. If, after notification, the proper person fails to remove the sign or structure within 60 days after the notice, the Building Inspector is hereby authorized to seek owner consent or court authorization for removal. However, if the sign structure meets all ordinance requirements for size and location, the owner may keep the existing sign structure provided a blank panel is provided while a new tenant is sought.

Exemptions

Permits are not required for the following types of signs:

- (1) Temporary displays, including holiday lights, decorations, painted windows, memorial signs with no commercial messages.
- (2) Signs placed or installed by the city or the state.
- (3) Instructional signs not exceeding 5 square feet in area providing direction or warning
- (4) One non-electrical business nameplate not exceeding two square feet.

Permit

No person shall install, erect, repair, alter, relocate, demolish or dismantle a sign without first obtaining a permit from the building inspector and paying the appropriate fee.

Application. Application for a permit shall be made upon a form provided by the building inspector and include the following:

- (1) Name, address and telephone number of the property owner.
- (2) Address or location of property where sign is to be installed or removed.
- (3) Zoning of property where sign is to be installed.
- (4) Description of sign to be erected.
- (5) Location of sign in relation to the building, structure or lot to or upon which it is to be erected or removed.
- (6) Name, address and telephone number of person, firm or corporation installing or removing the sign, if different from the owner.
- (7) Evidence that the person who will install or remove the sign has the appropriate insurance.

Electrical Permit. Signs requiring electrical power shall obtain an electrical permit in addition to the required sign permit.

Fees. Permit fees for the installation or erection of signs shall be charged as follows:

- For the first 50 square feet . . . \$20.00
 - 50 square feet to 300 square feet . . . 30.00
 - Each additional 300 square feet or part thereof . . . 30.00
- Such fee shall be paid prior to the issuance of the permit.

Insurance. Every person applying for a sign permit to install or erect a sign shall file with the city clerk a policy or certificate of insurance from a company authorized to do business in the state. Such policy or certificate of insurance shall insure the applicant for public liability and property damage in an amount not less than one hundred thousand dollars (\$100,000.00) for any one (1) person injured or three hundred thousand dollars (\$300,000.00) for all persons injured and not less than fifty thousand dollars (\$50,000.00) for property damage sustained in any one (1) accident. Such policy or certificate of insurance shall not be canceled or amended in any manner except after thirty (30) days' written notice has been given to the building inspector. Such policy or certificate of insurance shall indicate coverage for the installation, erection and maintenance of the sign.

SIGN REGULATIONS

Installation

No sign shall be erected, constructed or maintained so as to prevent free passage from one (1) part of a roof to any other part thereof, attached in any manner to any fire escape; or erected, constructed or maintained so as to obstruct such fire escape, placed in a manner so as to interfere with required light and ventilation openings (windows, doors, vents or similar devices), or erected, constructed or maintained which closes off the effective use of any required wall opening.

Except in any B-3 Zoning District, signs located on corner lots and within 30 feet from the intersection (corner of property) shall not have any portion of the sign face, structure or pole in the area between a height of 2 1/2 feet and 10 feet above the top curb line grades of intersecting streets or between a height of 3 feet and 10 1/2 feet above the edge of the pavement grade where no curb is present.

All signs shall be constructed or installed in accordance with the applicable requirements of the International Building Code and the NFPA National Electrical Code, as adopted by the city. All structural materials of any sign shall be constructed of noncombustible materials. Letters, figures, characters, facing and structural trim may be made of approved combustible materials.

Off-premise signs

ZONING DISTRICT	TYPE OF SIGN	NUMBER OF SIDES PER SIGN	MAX SIGN HEIGHT IN FEET	MAX SIGN AREA in sq. ft. per side	MIN. SETBACK in feet
B-1	Off-premise	2 Double stacking is prohibited	25 Bottom shall not be less than 10 feet above ground	100	To building setback line or to front of actual building line, whichever is less
B-2, B-3 , M1 and M-2	Off-premise	2 Double stacking is prohibited	25 Bottom shall not be less than 10 feet above ground	300	15

Off-premises sign means a sign which is supported by one (1) or more poles, uprights, or braces in or upon the ground which are not part of a building, but other than pole or pylon signs as defined in this chapter, and advertises activities, goods, products, services or facilities that are not sold or offered upon the premises where the sign is located, provided, however, any sign authorized in this section is allowed to contain noncommercial copy in lieu of any other copy. *Rooftop and wall-mounted billboards* are prohibited.

Spacing of off-premises signs. No off-premises sign shall be established within 750' of any other off-premises sign, on the same side of the same street, or within 750' on the opposite side of the same street.

Off-premises signs shall not be located within 500', measured lineally along the closest street frontage, of any park, playground, church or school.

Freestanding off-premises signs shall not be established within 75', measured radially, of any freestanding on-premises sign on the existing lot or applicable adjacent lot(s). This shall be measured from the closest sign base.

Off-premises signs shall not be established within 150' of a residential zoning district, measured radially, from the base of the sign.

Other requirements. All off-premises signs, and the area around the base of the signs, shall be maintained in a neat and clean appearance. All structures and poles shall be maintained in an upright position and all papers shall be firmly attached to the sign face. Any grass at the base shall be no higher than 12 inches.

Off-premises signs shall not be illuminated between 10:00 p.m. and 6:00 a.m. if closer than 500', measured lineally along the street frontage, from the nearest lot line of a property zoned for residential use.

Concrete settings. Off-premises signs shall be set in concrete footings of sufficient size and weight to prevent overturning the signs.

Nonconforming signs. Any sign in existence on July 6, 2010, which does not comply with the provisions of this section, may continue in existence until such time as alterations are made to the sign or a new sign is needed. Specifically, a sign shall not be rebuilt, relocated, enlarged or extended without conforming to the requirements of this section. Such a sign, however, may be repaired and maintained. The changing of moveable parts or the repainting or reposting of display matters shall not be deemed an alteration.

SIGN REGULATIONS

SIGN DISPLAY RESTRICTIONS

ZONING DISTRICT	TYPE OF SIGN	NUMBER OF SIGNS	NUMBER OF SIDES PER SIGN	MAX SIGN AREA in sq. ft. per side	MIN. SETBACK from property line
R	Real Estate Sign ^a	1 per property	2	8	18"
	Contractor or Developer Sign ^b	1 per development	2	32	10' front
	Home Occupation Sign ^c	1 per dwelling unit	2	1	10' (affix to building or yard light)
	Church, public & semi-public buildings, hospitals, nursing homes, institutions, public & parochial schools	2 per facility	2 for freestanding signs	1 wall sign no greater than 5% of wall area on which sign is placed; 1 freestanding of no greater than 32 sq. ft. per side	10' front
	Subdivision or mobile home park entrance sign ^d	2 per entrance	2	20	10' front
	WALL SIGN Apartment Building (over 8 units) ^e	1 per building		12	18"
	WALL or MONUMENT Apartment Complex (2 or more structures with a total of at least 16 units) ^f	1 per complex		32	10' front
	Nonconforming business use sign ^h	1 per business			18"

- a. Signs shall be located on the premises and not in the right-of-way, must be removed within 14 days of sale, lease or rental, no permit required
- b. Signs permitted only during time of actual construction or development, must be non-illuminated, no permit required, development of four or more lots/units.
- c. Signs must be affixed to wall of building or yard light, must be non-illuminated, no permit required
- d. Signs shall only be for identification purposes (subdivision or mobile home park name only)
- e. Signs shall be affixed to the building, non-illuminated or illuminated by indirect lighting, only for identification purposes (name & address)
- f. Signs shall be non-illuminated or illuminated by indirect lighting, only for identification purposes (name & address), wall sign shall be affixed to building
- g. Signs shall be located on the premises and not in the right-of-way, non-illuminated, must be removed within 14 days of election, no permit required
- h. Requirements of appropriate sign type for B-1 zoning apply

SIGN REGULATIONS

SIGN DISPLAY RESTRICTIONS

ZONING DISTRICT	TYPE OF SIGN	NUMBER OF SIGNS	NUMBER OF SIDES PER SIGN	MAX SIGN HEIGHT in feet	MAX SIGN AREA in sq. ft. per side	MIN. SETBACK from property line
O	Ground Sign ^a	1 per street frontage	2	5	32	10' front
	Wall Sign ^b	1 per business			No greater than 5% of wall area sign is to be placed	18"
	Awning, Canopy or Marquee ^b					18"
	Real estate, contractor or developer sign ^c	1 per property			32	18"
B-1, B-2, B-3 and CPD ^d	Pole, Pylon on-premise	1	2	20	100	10' front ^e
	Ground and Monument on-premise			B-2, B-3 or CPD =10 B-1 = 6		
	Wall, Projecting or Roof on-premise				No greater than 10% of wall area sign is to be placed	18"
	Real estate, contractor or developer sign ^f	1 per property			100	18"
B-3, M, M-1 & M-2 ^g	Pole, Pylon & on-premise	1	2	40	300	18"
	Real estate, contractor or developer sign ^f	1 per property			100	18"
B-3, M & M-1	Wall, Projecting or Roof on-premise				No greater than 10% of wall area sign is to be placed	18" ^h
M-2	Wall, Projecting or Roof on-premise				No greater than 15% of wall area sign is to be placed	18"
M-1 and M-2	Ground and Monument	1	2	20	300	18"
B-1, B-2, B-3, CPD, M-1 and M-2	Directory	2 per multi-occupancy development	2	35	300	10' Front 18" Rear and Sides
B-1, B-2, B-3, CPD, M-1 and M-2	Shared Use (pole, Pylon, Ground and Monument)	1 per common lot line	Double or Single Faced 2	Equivalent to max height in given zoning district	Equivalent to max area in given zoning district	Equivalent to zoning district setback

- a. "Entrance" and "Exit" only signs no more than 10 sq. ft. per side shall not be counted as a sign, shall be non-illuminated or illuminated by indirect lighting of constant intensity directing rays to the premises and away from adjoining residential uses, such lighting shall be allowed during 6:00 am and 10:00 pm
- b. Sign, shall be non-illuminated or illuminated by indirect lighting of constant intensity directing rays to the premises and away from adjoining residential uses, such lighting shall be allowed during 6:00 am and 10:00 pm
- c. Signs shall be located on the premises and not in the right-of-way, must be removed within 14 days of sale, lease or rental, no permit required on signs 32 sq. ft. or less
- d. Directional or warning signs not exceeding 5 sq. ft. in area are permitted on the property and must be setback a minimum of 18 inches
- e. If there is not sufficient front yard depth to permit a pole or ground sign, then awning, canopy, marquee or wall signs shall be permitted to cover up to a maximum of fifteen (15) percent of one wall to be selected by the owner. Along North Henderson Street, from Main Street to Carl Sandburg Drive, if there is not sufficient front yard depth to meet the setback requirements for the pole or ground sign, the owner may place such sign even though it may not be in conformance with the setback requirement. Said sign shall meet all other requirements of this chapter. Such placement shall only be permitted as a nonconforming use until June 30, 2009, at which time the nonconforming use shall expire, and the sign shall then be required to conform with the requirements of this section. In no event shall any sign be permitted to encroach on the right-of-way of North Henderson Street.
- f. Signs shall be located on the premises and not in the right-of-way, must be removed within 14 days of sale, lease or rental, no permit required on signs 100 sq. ft. or less
- g. "Entrance" and "Exit" only signs no more than 10 sq. ft. per side shall not be counted as a sign
- h. Signs in the B-3 zoning district may extend over the right-of-way; provided no part of the sign or its structural mount shall project closer than twenty-four (24) inches from the curbline.