



Chapter VI - SIGN STANDARDS ^[3]

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FOOTNOTE(S):

⁽³⁾ *Editor's note*—Ord. of 8-22-2011 repealed the former Ch. VI, Arts. I—VI, and enacted a new Ch. VI as set out herein. The former Ch. VI pertained to similar subject matter and derived from the publication of this Land Development Code. See also the Code Comparative Table. ([Back](#))

ARTICLE I. - GENERAL PROVISIONS >>

[ARTICLE I. - GENERAL PROVISIONS](#)

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6.1.1. - Findings, Purpose and Intent.

(a)

The City of Woodstock finds that Signs are a proper use of private property, are a means of personal free expression and a necessary component of a commercial environment. As such, Signs are entitled to the protection of the law. In the absence of regulation, however, the number of Signs tends to proliferate, with property owners desiring ever increasing numbers and sizes of Signs, leading to cluttered and

aesthetically blighted thoroughfares. In addition, the competition among competing Sign owners for visibility of their Signs contributes to safety hazards for both vehicles and pedestrians and undermines the Sign owners' original purpose of presenting a clear message of its idea or identification of its premises.

(b)

Regulation of the size, height, number and spacing of Signs is necessary to protect the public safety, to assure compatibility of Signs with surrounding land uses, to enhance the business and economy of the City, to protect the public investment in the streets and highways, to maintain the tranquil environment of residential areas, to promote industry and commerce, to eliminate visual clutter and blight, to provide an aesthetically appealing environment, and to provide for the orderly and reasonable display of advertising for the benefit of all the City's citizens.

(c)

The purposes of this Chapter are to encourage the effective use of Signs as a means of communication within the City; to maintain and enhance the aesthetic environment and the City's ability to attract sources of economic development and growth; to improve pedestrian and traffic safety; to minimize the possible adverse effect of Signs on nearby public and private property; to enable the fair and consistent enforcement of this Chapter.

(Ord. of 8-22-2011, Exh. A)

6.1.2. - Interpretation Generally.

Words and phrases used in this Chapter shall have the meaning set forth in this Chapter. Words and phrases not defined by this Chapter, but defined in other City ordinances, shall be given the meanings set forth in such ordinances. All other words and phrases shall be given their common, ordinary meaning, unless the context clearly requires otherwise. Chapter, article and section headings or captions are for reference only and shall not be used in the interpretation of this Chapter.

Any Sign permitted under this Chapter to contain commercial expression may also include noncommercial expression.

(Ord. of 8-22-2011, Exh. A)

6.1.3. - Definitions.

For the purposes of this Chapter and other Sign regulations contained within the Land Development Ordinance, the following terms, phrases, words and their derivations shall have the meanings given herein:

Aggregate Sign Area. The combined Sign Area of all Signs of a particular category on a single parcel. For example, the Aggregate Sign Area of all Freestanding Signs on a parcel is the sum total of the sign areas of all Freestanding Signs on such Parcel.

Animated Sign. Any Sign that uses movement or change of lighting, either natural or artificial, to depict action or create a special effect or scene.

Awning Sign. See Canopy Sign.

Balloon. A flexible bag designed to be inflated with hot air or with a gas, such as helium, that is lighter than the surrounding air, causing it to rise and float in the atmosphere.

Bandit Sign. Any Sign that is temporary in nature located to attract attention of passing traffic. These Signs can be made in a variety of sizes, but are most common in an eighteen inches by twenty-four inches (18" × 24") size. These Signs may also be known as "Roadside Signs," "Yard Signs" and "Street Signs."

Banner. Any Sign of fabric, thin plastic or similar lightweight material that is mounted to a pole or a building at one (1) or more edges. Flags shall not be considered banners.

Beacon. A stationary or evolving light which flashes or projects illumination, single color or multi-colored, in any manner which is intended to attract or divert attention; except, however, this term is not intended to include any kind of lighting device which is required or necessary under the safety regulations described by the Federal Aviation Administration or similar agencies.

Billboard. A Freestanding Sign with a Sign Area of more than two hundred ten (210) square feet.

Building Marker. Any Sign made of bronze, stone or other permanent material and permanently installed as a portion of the exterior wall of the building in such manner it cannot be removed or replaced without substantial damage to the building surface.

Building Official. An agent of the City authorized to permit, inspect, approve or deny construction within the City and designated as the enforcement authority for this Chapter.

Building Sign. Any Sign attached to any part of a building, as contrasted to a Freestanding Sign. For the purpose of this Chapter, any Sign Face that is affixed flat against the sloping surface of a mansard roof shall be considered a Wall Sign. Any Sign that is affixed to the building marquee, building awning, a building canopy or a fence shall be considered a Wall Sign.

Canopy Sign. Any Sign that is a part of or attached to an awning, canopy, or other fabric, plastic or structural protective cover over a door, entrance, window, or outdoor service area. A marquee is not a canopy. Canopy Signs are considered Building Signs.

Changeable Copy Sign/Reader Board. A Sign that is capable of changing the position or format of word messages or other displays on the Sign Face or change the visible

display of words, numbers, symbols and graphics by the use of a matrix of electric lamps, movable discs, movable panels, light apertures or other methods, provided these changes are actuated by either a control mechanism or manually on the face of the Sign. Tri-vision Signs and LED Signs are specifically excluded from the definition of Changeable Copy Sign.

Common Entrance Sign. A Sign located at the entrance or entrances to a group of structures or a single structure that is situated on a minimum site of five (5) acres, such as a residential subdivision, apartment complex, industrial park, or shopping center.

Community Development Director. An agent of the City authorized to permit, inspect, approve or deny construction within the City and designated as the enforcement authority for this Chapter.

Display Surface Area. See Sign Face.

District or Zoning District. A section or sections of the incorporated area of the City for which the then effective zoning ordinance governing the use of buildings and land is uniform for each class of use permitted therein.

Erect. To build, construct, attach, hang, place, suspend, or affix, and shall also include the painting of Wall and Window Signs.

Flag. Flag means any fabric, banner or bunting attached at one (1) or more points such that it hangs loosely containing distinctive colors, patterns or symbols and which is used as an official symbol of any government, business, institution or organization. All Flags shall be flown in accordance with United States Code Title 4, Chapter 1, Section 7 (Position and Manner of Display).

Flashing Sign. An Illuminated Sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when lighting is in use.

Freestanding Sign. A Sign which is attached to or part of a completely self-supporting structure. The supporting structure shall be set firmly in or below the ground surface and shall not be attached to any building or any other structure, whether portable or stationary. Freestanding Signs must meet the standards of either Pole Signs (where allowed) or Monument Signs.

Illuminated, External. Illumination so arranged that the light source is external to the Sign and directed toward the Sign.

Illuminated, Internal. Illumination so arranged that the light is contained behind the face of the Sign and no lighting source is directly visible exterior to the Sign.

Incidental Sign. A Sign of no more than two (2) square feet that serves the purpose of guiding safe traffic movements onto, from or on property, and without which there is an increased risk of incompatible traffic movements or obstructions. Examples of Incidental Signs include but are not limited to "stop," "no parking," "entrance," "loading zone" and other similar traffic related directives.

Joint Sign. A Sign which serves as a common or collective Sign for a group of persons or businesses operating on the same Parcel (e.g., shopping center, office complex, etc.).

Lease. An agreement by which a property owner conveys, usually for a specified rent, to other persons, permission to erect and maintain a Sign upon his property.

LED Sign. An electronically controlled Sign utilizing light-emitting diodes to form the Sign message. For purposes of this Chapter, a LED Sign is not considered a form of Changeable Copy Sign.

Lot. See Parcel.

Mall. Any concentration of retail stores and/or service establishments which share customer parking areas and are located within an enclosure having public walkways whereby a customer in one (1) store or establishment may walk to another store or establishment without leaving the enclosure.

Mansard Roof. Any roof that has an angle greater than forty-five (45) degrees and which derives part of its support from the building wall and is attached to (but not necessarily a part of) a low slope roof and which extends along the full length of the front building wall or three-quarters ($\frac{3}{4}$) of the length of a side building wall. For purposes of this Chapter, a low slope roof shall mean any roof with a pitch less than three (3) inches rise per twelve (12) inches horizontal.

Marquee. Any permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

Marquee Sign. Any Sign attached in any manner to or made a part of a Marquee. Marquee Signs are considered Building Signs.

Monument Sign. A Freestanding Sign which forms a solid structure from the ground to the top of the Sign.

Non-conforming Sign. A Sign legally existing at the time of erection that could not be built under the terms of this Chapter.

Parcel. Any piece or parcel of land, the boundaries of which have been established by some legal instrument of record, which is recognized and intended as a unit for the purpose of transfer of ownership, is separately taxable and of sufficient size to meet minimum zoning requirements for area, coverage, and use, and that can provide such yards and other space as required by the zoning regulations.

Pennant. Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

Person. "Person" means and includes any person, firm, partnership, association, corporation, company or organization, singular or plural, of any kind.

Pole Sign. A Freestanding Sign that is mounted on a pole or other vertical support such that the bottom of the Sign Face is more than six (6) feet above the ground and there is no visual obstruction other than the vertical support between the ground and the bottom of the Sign Face.

Portable Sign. Any Sign not permanently attached to the ground or other permanent structure, or a Sign designed to be transported, including, but not limited to, Signs designed to be transported by means of wheels, Signs posted on the roofs or trucks beds of vehicles, Signs converted to A- or T-frames; balloons used as Signs, and Signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operation of the business for purposes other than signage. For the purpose of this Chapter, Sandwich Signs are excluded from the definition of Portable Signs.

Portable Swinger Sign and "A" Frame or Sandwich Signs. A Sign which is ordinarily in the shape of an "A" or some variation thereof, located on the ground, easily moveable, not permanently attached to the ground and which is usually two-sided.

Principal Building. The building in which is conducted the principal use of the Parcel on which it is located. Parcels with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

Projecting Sign. Any Sign that is affixed at an angle or perpendicularly to the wall of any building in such a manner to read perpendicularly or at an angle to the wall on which it is mounted.

Roof Sign. A Sign erected and constructed wholly on or over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

Sandwich Sign. See Portable Swinger Sign.

Setback. The distance from the property line to the nearest plane of the applicable building, structure, or Sign, measured perpendicularly to the property line.

Shopping Center. In areas of the City outside the Downtown DT District, two (2) or more retail stores and/or service establishments, or one (1) retail store combined with one (1) or more service establishment, sharing customer parking areas, regardless of whether said stores and/or service establishments occupy separate structures or are under separate ownership.

Sign. The term "sign" means and includes every device, frame, letter, figure, character, mark, plane, point, design, picture, logo, stroke, stripe, trademark or reading matter, which is used or intended to be used to attract attention or convey information when the same is placed out of doors in view of the general public. Also, the above, when near the inside surface of a window in such a way as to be in the view of the general public and used or intended to be used to attract attention or convey information to the public.

Sign Face. That portion of the surface of a Sign structure where words, letters, figures, symbols, logos, fixtures, colors, or other design elements are or may be located in order to convey the message, idea, or intent for which the Sign has been erected or placed. The Sign face may be composed of two (2) or more modules on the same surface that are separated or surrounded by portions of a Sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature, including but not limited to, channel letters.

Sign Height. The vertical distance to the highest point of a Sign structure. The height is measured from the top of the nearest adjacent curb or edge of pavement if a curb does not exist.

Streets and Sidewalks. A strip of land or access way subject to vehicular traffic and/or pedestrian traffic that provides direct or indirect access to property including, but not limited to, alleys, avenues, boulevards, courts, drives, highways, lanes, places, roads, sidewalks, terraces, trails or other thoroughfares.

Streamer. A long narrow strip of material used for ornament or decoration.

Street Frontage. The distance for which a lot line of a parcel adjoins a public or private street, from one (1) lot line intersecting said street to the furthest distant lot line intersecting the same street.

Streetlight. A light usually mounted on a pole and constituting one (1) of a series spaced at intervals along a public street or highway.

Spot Light Illumination. Illumination which comes from lamps, lenses or devices designed to focus or concentrate the light rays of the source.

Suspended Signs. A Sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

Temporary Sign. Any Sign that is used only temporarily and not permanently mounted.

Tri-Vision Sign. A Sign designed with a series of triangular slats that mechanically rotate in sequence with one another to show three (3) different Sign messages in rotation. For purposes of this Chapter, a tri-vision Sign is not a Changeable Copy Sign.

Wall Sign. Any Sign that shall be affixed parallel to the wall or printed on the wall of any building in such a manner as to read parallel to the wall on which it is mounted; provided, however, said Wall Sign shall not project above the top of the wall or beyond the end of the building.

Window Sign. Any Sign placed inside or upon a window. The display of merchandise shall not be construed as a window sign, nor shall any sign located more than 12 inches back from the interior surface of the glass.

(Ord. of 8-22-2011, Exh. A)

6.1.4. - Authority for Provisions.

This Chapter is enacted pursuant to Article IX, Section II, Paragraph IV of the Georgia Constitution of 1983, the Charter of the City of Woodstock, the general police powers of Woodstock and other authority provided by federal, state or local laws applicable hereto.

(Ord. of 8-22-2011, Exh. A)

6.1.5. - Applicability.

Signs shall be erected, placed, established, painted, created and maintained in accordance with the physical standards outlined in this Chapter and other applicable provisions of the Land Development Code.

(Ord. of 8-22-2011, Exh. A)

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ARTICLE II. - PROVISIONS APPLICABLE IN ALL ZONING DISTRICTS >>

ARTICLE II. - PROVISIONS APPLICABLE IN ALL ZONING DISTRICTS

6.2.1. - Computation of Sign Area.

6.2.2. - Signs Allowed Without Permit.

6.2.3. - Mixed Use Districts.

6.2.4. - Private Signs Erected on Public Property.

6.2.5. - Prohibited Signs.

6.2.6. - Owner's Permission Required for Erection of Signs.

6.2.7. - Compliance With Technical Codes and Zoning.

6.2.8. - Maintenance.

6.2.1. - Computation of Sign Area.

(a)

Generally. Except as otherwise provided in this Section 6.2.1, the area of a Sign Face shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, color, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the Sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets other regulations of the City and is clearly incidental to the display itself.

(b)

Area of Multi-Faced Signs. The sign area of Signs with more than one (1) Sign Face shall be computed by adding together the area of all Sign Faces visible from any one (1) point. When two (2) Sign Faces are placed back to back, so that both faces are parallel, and when such Sign Faces are part of the same sign structure and are not more than forty-two (42) inches apart, the sign area shall be computed by the measurement of the larger of the two (2) faces.

(c)

Area of Monument Signs. The computation of the sign area of a Monument Sign shall include the entire monument structure, as measured from the top to ground and side to side, upon which any words, letters, figures, symbols, logos, fixtures, colors or other design elements occur.

(Ord. of 8-22-2011, Exh. A)

6.2.2. - Signs Allowed Without Permit.

The following Signs are allowed on property without obtaining a permit and with the permission of the property owners or the property owner's agent and are not included in the maximum allowable signage on a parcel:

(1)

Address numerals not exceeding four (4) inches in height in residential districts or eight (8) inches in height in commercial and industrial districts.

(2)

Flags, provided that no Flag shall exceed twenty-four (24) square feet in area in any residential zone or sixty (60) square feet in area in any commercial or industrial zone and shall not be flown from a pole, the top of which is higher than twenty-five (25) feet in any residential zone or forty (40) feet in height in any commercial or industrial zone. The number of Flags allowed shall not exceed four (4) per parcel. Any Flag not meeting any one (1) or more of these standards shall be considered a banner and shall be subject to regulation as such.

(3)

Any sign/traffic control device erected by or at the direction of the State of Georgia, any county or any municipality that is necessary to regulate, warn or guide traffic.

(Ord. of 8-22-2011, Exh. A)

6.2.3. - Mixed Use Districts.

Those properties zoned as mixed use under the City zoning regulations shall follow residential district standards for residentially used portions of the development and commercial standards for commercial portions of the development. Where a mix of uses occurs within a single building, such as residential over office or storefront use, the commercial standards of this Chapter shall apply.

(Ord. of 8-22-2011, Exh. A)

6.2.4. - Private Signs Erected on Public Property.

(a)

No person shall erect a Sign on public property other than the governmental entity responsible for such property or public utility companies or contractors occupying or working on public property pursuant to governmental contract or franchise. Such public utility companies and contractors occupying or working on public property shall be limited to temporary traffic control signage meeting state specifications for on-going work in street rights-of-way and necessary signage to identify fixtures for public safety response in the event of emergency.

(b)

Any Sign erected or installed on public property in violation of this section shall be forfeited to the public and subject to confiscation and removal by the City without notice. In addition to other remedies provided by this Chapter, the City shall have the right to recover from the owner or person posting such a Sign the full cost of removal

and disposal of the Sign.

(Ord. of 8-22-2011, Exh. A)

6.2.5. - Prohibited Signs.

- (a) No Sign shall be erected or continued to be displayed at the intersection of any street or any public right-of-way in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic control sign, signal or device; or which makes use of the words, "STOP," "LOOK," "DANGER" or other word, phrase, symbol or character in such manner as to interfere with, mislead or confuse traffic.
- (b) No Sign shall be placed or painted on any tree or rock.
- (c) No Sign shall be placed on any utility pole, light pole, telephone pole, street sign or similar utility fixtures, other than identification labels attached by the owner of those poles and fixtures except as permitted within this chapter.
- (d) No person shall erect, operate or use any attraction device or Sign that contains a beacon of any type and/or contains a spotlight providing direct illumination to the public.
- (e) Roof Signs.
- (f) Signs emitting or utilizing in any manner any sound capable of being detected on a public road or adjoining property by a person of normal hearing.
- (g) Signs displaying any obscene message as obscenity is defined by O.C.G.A. § 16-12-80.
- (h) Signs which obstruct any fire escape, any means of egress or ventilation, or prevent free passage from one (1) part of a roof to any other part thereto; Signs attached in any manner to any fire escape.
- (i) Bandit Signs or any other temporary Signs with the exception of those permitted under Article VI of this Chapter.
- (j)

No person shall erect, operate or use any pennants, streamers, air or gas filled device as a Sign. For the purpose of this Chapter, a balloon twelve (12) inches in diameter or less shall not be considered an air-filled device.

(k)

No person shall erect attraction devices or continue the operation of any such Signs that revolve, rotate, move or simulate movement or action; provided this restriction does not apply to tri-vision Signs meeting the standards of this Chapter in which the mechanical movement of panels to form new messages conforms to operational standards of state law.

(l)

No person shall use a vehicle or trailer in such manner as to attempt to circumvent the regulations of this Chapter. Vehicles driven and parked within the City limits which are regularly used in the course of business or that are driven to and from a place of business may contain identifying information on the vehicle and may be parked in lots serving the identified business, provided that such vehicle is regularly used for transportation unrelated to signage. Vehicles parked on property located in the City for indefinite periods of time (or moved temporarily and then returned to the same or similar location) and not regularly used in the course of business that contain identifying information shall be considered portable Signs. The use of vehicles to travel the streets and highways conveying billboards or Signs as displays to the traveling public are specifically prohibited.

(Ord. of 8-22-2011, Exh. A)

6.2.6. - Owner's Permission Required for Erection of Signs.

No Sign shall be placed on any property without first obtaining the written consent of the owner or owner's agent of the property.

(Ord. of 8-22-2011, Exh. A)

6.2.7. - Compliance With Technical Codes and Zoning.

(a)

All Signs hereafter erected, replaced, reconstructed, altered, relocated or modified within the City shall conform with the requirements of the building and electric codes adopted by the City. Where the provisions of the building or electrical code and this Chapter conflict or overlap, the most stringent requirement shall prevail and be controlling.

(b)

All Signs hereafter erected, replaced, reconstructed, repaired, altered or relocated within the City shall conform to the zoning ordinance of the City. In the event of conflict between the provisions of this Chapter and the zoning ordinance, the most stringent requirement shall prevail and be controlling.

(Ord. of 8-22-2011, Exh. A)

6.2.8. - Maintenance.

(a)

All Signs erected or posted in the City shall be maintained in good structural condition, in compliance with all building and electrical codes and in conformance with this Chapter, at all times. Except for Banners, Flags, Sandwich Signs (where permitted) and those Signs that may be erected without permit, all Signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame or structure.

(b)

All Signs and the premises surrounding them shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, free and clear of all obnoxious substances, rubbish, weeds and overgrown grass.

(Ord. of 8-22-2011, Exh. A)

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ARTICLE III. - PROVISIONS APPLICABLE TO SINGLE-FAMILY RESIDENTIAL PROPERTIES.

6.3.1. - Applicability.

6.3.2. - Aggregate Sign Allowance.

6.3.3. - Size and Height Limitations.

6.3.4. - Sign Supports.

6.3.5. - Window Signs and Banners.

6.3.6. - Setback Requirements.

6.3.7. - Common Entrance Signs.

6.3.8. - Permit Exemption.

6.3.9. - Prohibited Signs.

6.3.1. - Applicability.

The provisions of this Article apply to all properties zoned single-family residential, properties used for single-family residential occupancy, and townhomes, as well as properties in mixed use or overlay districts designed for single-family residential occupancy. Institutional uses located in single-family residential zones and multi-family residential uses are governed by Article IV, rather than this Article.

(Ord. of 8-22-2011, Exh. A)

6.3.2. - Aggregate Sign Allowance.

Parcels zoned, designed and intended for single-family residential occupancy are limited to an aggregate sign area of eighteen (18) square feet.

(Ord. of 8-22-2011, Exh. A)

6.3.3. - Size and Height Limitations.

No Sign shall be erected on a single-family parcel to a height greater than five (5) feet. No single Sign shall be erected on such a parcel having a sign area greater than six (6) square feet.

(Ord. of 8-22-2011, Exh. A)

6.3.4. - Sign Supports.

All Signs erected on single-family parcels shall be supported by independent means by use of a wooden stake or metal frame inserted directly into the ground. No Sign may be attached to utility poles, street signs or mailboxes, nor shall any such Sign be attached to trees, shrubs, plants, or rocks.

(Ord. of 8-22-2011, Exh. A)

6.3.5. - Window Signs and Banners.

(a)

Window Signs are allowed on single-family residential zone lots subject to the limitation of one (1) per premises, covering no more than fifty (50) percent of the window. Window Signs shall be included in the aggregate sign area for any property designed for single-family occupancy.

(b)

Banners up to twelve (12) square feet are permitted as long as they are mounted by bracket and pole to the principal structure.

(Ord. of 8-22-2011, Exh. A)

6.3.6. - Setback Requirements.

Signs must be setback a minimum of ten (10) feet from the pavement edge and be erected in such a manner as to not obstruct the view of motorists or pedestrians.

(Ord. of 8-22-2011, Exh. A)

6.3.7. - Common Entrance Signs.

(a)

The location and size of the structure upon which the Common Entrance Sign will be mounted is subject to approval by the Building Official, Community Development Director, who will approve such structure upon the dual criteria of construction safety

and traffic safety.

(b)

The maximum sign area of a Common Entrance Sign is thirty-two (32) square feet.

(c)

Banner may be allowed when attached to a common entrance sign in accordance with the regulations outlined in Section [6.6.3](#)

(Ord. of 8-22-2011, Exh. A)

6.3.8. - Permit Exemption.

Signs allowable on single-family residential parcels and meeting the standards of Sections [6.3.2](#) through [6.3.6](#) shall be allowed without permit.

(Ord. of 8-22-2011, Exh. A)

6.3.9. - Prohibited Signs.

In addition to those Signs prohibited throughout the City, no person on a parcel zoned or used for single-family residential use shall erect any of the following:

(1)

Illuminated Signs.

(2)

Changeable Copy Signs.

(3)

Billboards.

(4)

Wall Signs.

(5)

Banners greater than twelve (12) square feet or attached by any means other than Section [6.3.5](#)

(Ord. of 8-22-2011, Exh. A)

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ARTICLE IV. - PROVISIONS APPLICABLE TO COMMERCIAL, INSTITUTIONAL, INDUSTRIAL AND MULTI-FAMILY PROPERTIES

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6.4.6. - Billboards.

6.4.7. - Awning Signs.

6.4.8. - Projecting Signs.

6.4.9. - Changeable Copy Signs.

6.4.10. - Portable Signs.

6.4.11. - Signs on Windows and Doors.

6.4.12. - Incidental Signs.

6.4.13. - Marquee Signs.

6.4.14. - Drive-through Windows.

6.4.15. - Building Signs.

6.4.16. - Signs on Light Poles.

6.4.17. - Streetlight Banners.

6.4.1. - Applicability.

The provisions of this Article apply to all properties zoned for commercial, institutional, industrial and multi-family use, as well as properties in mixed use or overlay districts designed for such uses.

(Ord. of 8-22-2011, Exh. A)

6.4.2. - Street Numbering to be Displayed.

(a)

Freestanding Signs located within one hundred (100) feet of a public or private right-of-way shall display the street address of the property. Within a commercial center where multiple addresses exist, the highest and lowest street address numbers shall be identified. This section shall not apply to any Freestanding Sign where the Sign is located on a second street frontage for property which has more than one (1) street frontage.

(b)

Street address numbers shall be of contrasting colors against the background. Numbers shall be a minimum of eight (8) inches in height except for properties designated within the Downtown Zoning District. Upon property designated within the Downtown Zoning District, numbers shall be a minimum of four (4) inches and a maximum of eight (8) inches in height. In the Downtown District, the street numbers may be placed on an awning, the building itself or any other highly visible place.

Numbers shall be visible from both directions of travel along the street.

(Ord. of 8-22-2011, Exh. A)

6.4.3. - Height Limits; Restrictions on Future Pole Signs.

- (a)
No new Pole Sign shall be erected except on parcels fronting I-575; for pole Signs fronting I-575, the height limit is fifty (50) feet.
- (b)
No existing Pole Sign shall be extended in height.
- (c)
No Monument Sign shall be erected to a height greater than twelve (12) feet for multiple use properties or eight (8) feet for properties in single use.

(Ord. of 8-22-2011, Exh. A)

6.4.4. - Size and Number Limits for Freestanding Signs.

- (a)
Sign Area for Freestanding Signs shall not exceed:
 - (1)
One hundred twenty (120) square feet for malls, shopping centers, office parks, industrial parks and other shared commercial and industrial uses.
 - (2)
Eighty (80) square feet for single uses on a parcel, including single institutional uses.
- (b)
Freestanding Signs shall be limited to one (1) Sign per Parcel per Street Frontage. Where a Parcel has Sheet Frontage on more than one (1) street, a Freestanding Sign shall be allowed on each Sheet Frontage.

(Ord. of 8-22-2011, Exh. A)

6.4.5. - Setback Requirements for Freestanding Signs.

- (a)
Freestanding Signs shall be located outside of any public right-of-way and be setback no less than fifteen (15) feet from the pavement edge and at least fifty (50) feet from any Parcel designed or intended for single-family residential use.
- (b)
No Freestanding Sign shall be located within thirty (30) feet of the intersection of street right-of-way lines extended.

(Ord. of 8-22-2011, Exh. A)

6.4.6. - Billboards.

- (a) No Billboard Sign face shall exceed fourteen (14) feet in height or forty-eight (48) feet in length. Billboards are limited to two (2) back to back faces. Two (2) or more Sign Faces installed so as to be read from different directions of travel shall only be placed back to back in a parallel manner. No triangular or other multisided configuration of Billboards is allowed.
- (b) Billboards are restricted to Parcels zoned General Commercial, Downtown General Commercial, Heavy Industrial and Light Industrial and are further limited to Parcels sharing a common property line with the right-of-way of Interstate 575.
- (c) All Billboards shall be oriented only toward I-575 and shall be erected no further than one hundred (100) feet from the right-of-way line of I-575.
- (d) Billboards shall be allowed to utilize tri-vision technology. Any existing Billboard meeting the standards of this Chapter that is eligible for conversion to tri-vision technology shall require a permit for such conversion by the City.
- (e) No Billboard shall utilize LED technology.
- (f) No Billboard shall be located within one thousand (1,000) feet of another existing Billboard.
- (g) No Billboard shall be located within five hundred (500) feet of single-family residentially zoned parcels and/or parcels designated for single-family residential use.
- (h) No Billboard shall be located with five hundred (500) feet in any direction of a public park, public playground, public recreational area, public forest, scenic area, or cemetery; provided, however, that such Sign may be located within five hundred (500) feet of such a use where the Sign is separated by buildings or other permanent physical obstructions so as to not be visible from the public park, public playground, public recreational area, public forest, scenic area or cemetery.
- (i) Billboards are limited to a height of fifty (50) feet above grade, measured from the ground at the point of installation of the supporting structure, and provided that such grade shall not be altered in any manner as to increase the allowable height of the Sign. Where the supporting structure of the Billboard is located below the grade of I-575, the fifty-foot height limitation shall be measured from the crown of the nearest adjacent travel lane of I-575.

(Ord. of 8-22-2011, Exh. A)

6.4.7. - Awning Signs.

Awning Signs shall not project above the parapet wall and shall not project beyond the building face by more than four (4) feet.

(Ord. of 8-22-2011, Exh. A)

6.4.8. - Projecting Signs.

Projecting Signs shall be supported by overhead supports and shall leave a minimum of eight (8) feet of clearance over any sidewalk or walkway. Supports for Projecting Signs shall be set at a perpendicular angle to the building and parallel to the plane of the ground.

(Ord. of 8-22-2011, Exh. A)

6.4.9. - Changeable Copy Signs.

(a)

Any Sign on which the message changes more than eight (8) times per day shall be considered an Animated Sign and not a Changeable Copy Sign for purposes of this Chapter. Each rotation or change among two (2) or more messages shall be considered a change of message subject to the eight (8) change per day limitation; provided that tri-vision billboards meeting the definitions of this Chapter are not considered Changeable Copy Signs and are subject to the regulations of Section [6.4.6](#)

(b)

Changeable Copy Signs are permitted as an integral part of freestanding and Wall Signs in commercial, office and industrial zoning districts, subject to the following limitations:

(1)

The Changeable Copy portion of the Sign shall not exceed twenty (20) percent of the overall sign area of the Sign to which it is attached.

(2)

The total sign area of the combined Sign (Freestanding or Wall Sign plus Changeable Copy Board) shall not exceed the overall size limitations imposed by this Chapter.

(3)

Changeable Copy Signs erected in combination with Freestanding or Wall Signs must be on the same pole, post or standard or within the same frame as the principle Sign.

(4)

LED displays are specifically prohibited as Changeable Copy Signs.

(5)

No Changeable Copy Sign shall be programmed or utilized in such a manner as to flash or simulate movement.

(Ord. of 8-22-2011, Exh. A)

6.4.10. - Portable Signs.

No person shall display or erect any Portable Sign, except in accordance with this section and subject to the following conditions: Registration of desired Portable Signs shall be made with the City to enforce time limitations. Any portable Sign displayed without required registration is subject to enforcement action by the City.

(Ord. of 8-22-2011, Exh. A)

6.4.11. - Signs on Windows and Doors.

- (a)

Signs may be painted on or affixed to glass surfaces of windows and doors. Such Signs are subject to permit requirements as other signage. Such Signs shall leave at least seventy (70) percent of the glass unobscured.
- (b)

Temporary Signs may be placed inside premises in non-residential areas without first securing a permit, provided such window Signs leave at least fifty (50) percent of the window glass unobscured. Any such temporary Sign shall be maintained in good condition, free from tears, tatters, or discoloration. Torn, soiled or out of date temporary Signs in windows shall be removed.

(Ord. of 8-22-2011, Exh. A)

6.4.12. - Incidental Signs.

Incidental Signs conforming to the definition and standards of this Chapter may be erected on private property. No more than two (2) such Signs shall be located at a driveway entrance and shall be placed in such a manner as to not constitute a traffic hazard. Each Parcel is limited to a maximum of four (4) Incidental Signs.

(Ord. of 8-22-2011, Exh. A)

6.4.13. - Marquee Signs.

Marquee Signs are allowed only in conjunction with indoor movie theaters and live performance theaters. Marquee Signs shall be attached to the outside wall of the affected building. Marquee Signs are subject to the size and location restrictions of building Signs.

(Ord. of 8-22-2011, Exh. A)

6.4.14. - Drive-through Windows.

Any parcel containing a restaurant where food is delivered at a Drive Thru delivery point other than on the front side of the building is permitted two (2) additional Freestanding Signs, subject to the following restrictions:

- (1) Only one (1) Sign serving the drive thru delivery system shall be permitted.
- (2) The Signs are restricted to the side or rear yard of the restaurant.
- (3) No such Sign shall exceed thirty-four (34) square feet in Sign area nor six (6) feet in height.
- (4) The stacking lane (drive thru lane) shall begin a minimum of eighty (80) feet from the Sign.
- (5) Lettering on the Sign may not be legible from any distance off the Parcel for which it is approved.

(Ord. of 8-22-2011, Exh. A)

6.4.15. - Building Signs.

- (a) Wall Signs shall not project more than eighteen (18) inches from the surface upon which they are mounted.
- (b) The upper edge of a Wall Sign mounted on a Mansard Roof may project more than eighteen (18) inches so long as the Sign is perpendicular to the ground.
- (c) Where a building houses more than one (1) business, Building Signs shall be limited in number to one (1) Sign per business on each wall, with a limit of two (2) Building Signs per business per building. The sign area of any one (1) Building Sign shall be no more than ten (10) percent of the total store frontage, not to exceed one hundred sixty (160) square feet.
- (d) Where a building houses only one (1) business, a maximum of two (2) Building Signs may be placed on one (1) wall, but no more than four (4) Building Signs may be placed on the entire building. The Sign area of any one (1) Building Sign shall be a maximum of one hundred sixty (160) square feet or ten (10) percent of the area of the wall on which they are located, whichever is less.
- (e)

Internally Illuminated Building Signs are limited to channel letter style Signage only, except that a graphic representation may be included as part of an Internal Illuminated Building Sign, provided the graphic representation does not exceed thirty (30) percent of the square footage of the overall Sign of which it is a part. Internally Illuminated Awning and Canopy Signs are prohibited.

(Ord. of 8-22-2011, Exh. A)

6.4.16. – Signs on Light Poles.

- (a) Within areas of the LI, GC and any FBC zoning classifications, signs or banners may be permitted to be placed on light poles, Such signs or banners shall be permitted on no more than 50% of light poles on each parcel.
- (b) Light pole signs or banners shall not be located within twenty (20) feet of the front property line.
- (c) Each light pole shall be limited to two (2) back to back sign faces, no larger than ten (10) square feet in size.
- (d) Signs or banners shall be constructed and maintained with durable materials, meet required wind load regulations and maintain a minimum clearance from the ground of six (6) feet. Signs or banners shall be placed on the light pole via a permanent support structure meant for the placement of a sign or banner.
- (e) Both the owner of any given light pole and the owner of the property upon which the light pole is located must give their consent for the installation of any signs or banners on light pole.

6.4.17. – Streetlight Banners.

- (a) Within areas of the LI, GC and any FBC zoning classifications, Banners may be permitted to be placed on Streetlights located within rights-of-way.
- (b) Banners shall be made of flexible material, be no larger than ten (10) square feet in size, meet required wind load regulations and maintain a minimum clearance from the ground of eight (8) feet.
- (c) Both the owner of any given Streetlight and the owner of the property upon which the Streetlight is located must give their consent for the installation of any Banners on said Streetlight.

Woodstock, Georgia, Land Development Code >> - CODE >> Chapter VI - SIGN STANDARDS >>
ARTICLE V. - ADDITIONAL PROVISIONS APPLICABLE TO THE DOWNTOWN DISTRICT >>

ARTICLE V. - ADDITIONAL PROVISIONS APPLICABLE TO THE DOWNTOWN DISTRICT

6.5.1. - Applicability.

[6.5.2. - Downtown Sign Table.](#)

[6.5.3. - Building Sign Regulations.](#)

[6.5.4. - Freestanding Sign Regulations.](#)

[6.5.5. - Sign Material Regulations.](#)

[6.5.6. - Streetlight Banners.](#)

6.5.1. - Applicability.

(a)

This Article is applicable to areas that are zoned Downtown District.

(b)

The requirements of this Article supersede other ordinances, codes and laws of the City of Woodstock, Georgia only so far as they exceed the requirements of those documents or as specifically stated herein. Compliance with these guidelines does not negate any responsibility to comply with other ordinances and codes not superseded by this Article, including all provisions of this Chapter not explicitly revised by this Article.

(c)

Unless specifically identified in sub-area regulations or allowed as of right without permit, the types, number and size of Signs permitted within the Downtown District shall be as indicated in the "Downtown Sign Table."

(Ord. of 8-22-2011, Exh. A)

6.5.2. - Downtown Sign Table.

P = Permitted X = Not Permitted	DT-CBD	DT-CMU	DT-GC	DT-RO	DT-MR-A	DT-LR	DT-HO
	Subarea	Subarea	Subarea	Subarea	and DT-MR-B Subareas	and DT-VLR Subareas	Historic Zone
Building Signs							
Canopy Signs (see 6.5.3)	P	P	P	P	X	X	X
Marquee Signs (see 6.5.3)	P	P	P	X	X	X	X
Projecting Signs (see 6.5.3)	P	P	P	X	X	X	X
Shingle Signs (see 6.5.3)	P	P	P	P	P	X	P
Wall Signs (see 6.5.3)	P	P	P	P	P	X	P
Freestanding Signs							
Common Entrance Sign (limit 1, max. area 32 sf, max. height 8 ft)	X	X	X	X	P	P	P
Nostalgic Sign (limit 1, max. area 16 sf, max.	X	P	P	X	X	X	P

height 8 ft)							
Monument Sign (limit 1 per parcel, max. area 80 sf, max. height 8 ft)	P*	P*	P	P*	X	X	X
Outdoor Menu Board (limit 1, max. 16 sf)	P	P	P	X	X	X	X
Sandwich Board (limit 1, max. 30"× 48")	P	X	X	P	P	X	P
Sign Lighting and Materials General Requirements							
Internally Illuminated	P	P	P	X	X	X	X
Externally Illuminated	P	P	P	P	P	P	P
Materials Regulated (see 6.5.5)	Y	N	N	Y	Y	Y	Y

* Monument Signs are permitted on a Street Frontage where an existing building facade as of July 11, 2006 is setback more than twenty (20) feet from the property line. Monument Signs are limited to a maximum sign area of thirty-two (32) square feet and are not to exceed five (5) feet in height. Monument Signs shall be set back at least ten (10) feet from the sidewalk clear zone.

(Ord. of 8-22-2011, Exh. A)

6.5.3. - Building Sign Regulations.

- (a) Each business shall be permitted a maximum of three (3) Building Signs. A Building Sign shall be allowed on any building frontage facing a street, alley or parking area.
- (b) No more than two (2) Building Signs shall be placed on any one (1) frontage, however when a building faces a street at least one (1) Building Sign is required on that frontage.
- (c) The maximum square footage of each Building Sign shall be calculated by multiplying the linear frontage of the building by one and one-half (1½), with a maximum square footage per Sign of thirty-two (32) square feet.
- (d) Canopy Signs shall not be Internally Illuminated. When a Canopy Sign is used in conjunction with a Wall Sign, the Canopy Sign shall not be larger than six (6) square feet.
- (e) Marquee Signs are permitted only in conjunction with indoor movie theatres or a live performance theater. The size of the Marquee Sign shall be no larger than eight (8) square feet for each screen built or a maximum of one hundred sixty (160) square feet.
- (f) Projecting Signs shall be at least eight (8) feet above the sidewalk area, public right-of way or parking area and at least fourteen (14) feet above an alley it faces. Such Sign shall not extend more than four (4) feet from the building wall or be located less than one (1) foot from the street curb line.
- (g)

Shingle Sign shall mean a type of Projecting Sign that reads on two (2) sides and is located between eight (8) and twelve (12) feet above the sidewalk area and affixed or installed perpendicularly to a building wall in such a manner to read on both sides and perpendicularly to such wall. Each business shall be permitted one (1) Shingle Sign which shall not exceed ten (10) square feet. A Shingle Sign is considered independent of and additional to the number of Building Signs permitted.

(h)

Wall Signs shall be located at least eight (8) feet above grade and shall not project more than eighteen (18) inches from the surface upon which they are mounted; provided, the upper edge of a Wall Sign mounted to a Mansard Roof may project more than eighteen (18) inches so long as the Sign is perpendicular to the ground.

(i)

Building Markers shall be permitted when cut into any masonry surface or when constructed of bronze or other incombustible materials. Maximum size allowed is eight (8) square feet.

(Ord. of 8-22-2011, Exh. A)

6.5.4. - Freestanding Sign Regulations.

(a)

Freestanding Signs shall be located entirely on private property and a minimum of ten (10) feet from the sidewalk clear zone.

(b)

No Sign shall be placed on the surface of the sidewalk clear zone and in addition, no Freestanding Sign shall be placed above the sidewalk clear zone.

(c)

Nostalgic Signs shall not be considered a Pole Sign. Nostalgic Signs shall mean Signs which are historic in style including hanging Signs and/or wooden Signs supported by two (2) posts. Nostalgic Sign materials are limited to metal and wood and shall not be internally illuminated.

(d)

Outdoor menu boards are allowed on parcels approved for restaurants with drive-thru windows and under the following conditions:

(1)

Only one (1) outdoor menu board shall be permitted per business.

(2)

Display surface area shall not exceed sixteen (16) square feet.

(3)

Menu boards shall not be visible from Main Street, Towne Lake Parkway, or Arnold Mill Road.

(e)

A Sandwich Sign or Portable Swinger Sign may be no larger than thirty (30) inches by forty-eight (48) inches (30" × 48") on each side and must be placed on the property where the business is located in the sidewalk landscape zone or the sidewalk supplemental zone as long as it does not impede pedestrian traffic and is located a minimum of thirty (30) inches from the face of the curb and fifteen (15) feet from point of intersection of street curb lines. Each business shall be permitted one (1) Sandwich Sign which shall be removed at the end of each business day. Where a sidewalk landscape zone does not exist per the requirements established in the downtown district standards, a Sandwich Sign may be placed within three (3) feet of the facade of the building but must meet all other requirements contained in this subsection (e).

(Ord. of 8-22-2011, Exh. A)

6.5.5. - Sign Material Regulations.

When regulated by Section [6.5.2](#), signage shall be of quality design, construction, color and materials consistent with the design of the building and/or development. This includes glass, masonry, wood, natural stone, ornamental metalwork, and ceramics. Paint and metal gilt work are also acceptable. "Faux" materials such as "Sign Foam," vinyl and plastic are prohibited. Signs painted on cloth awnings are permissible. Mixed media are permitted, including reverse illuminated letters and etched or cutout solid materials, illuminated from behind.

(Ord. of 8-22-2011, Exh. A)

6.5.6. - Streetlight Banners.

Within areas of the DT-CBD and DT-RO zoning classifications, Banners may be permitted to be placed on Streetlights located within rights-of-way. The Banners shall be made of flexible material, be no larger than eight (8) square feet in size, meet required wind load regulations and maintain a minimum clearance from the ground of eight (8) feet. Both the owner of any given Streetlight and the owner of the property upon which the Streetlight is located must give their consent for the installation of any Banners on said Streetlight.

(Ord. of 8-22-2011, Exh. A)

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ARTICLE VI. - TEMPORARY SIGNAGE

[6.6.1. - Applicability.](#)

[6.6.2. - All Temporary Signs With Exception of Banners.](#)

[6.6.3. - Banners.](#)

6.6.1. - Applicability.

The provisions of this Article apply to all properties zoned for commercial, institutional, industrial and multi-family use, as well as properties in mixed use or overlay districts designed for such use.

(Ord. of 8-22-2011, Exh. A)

6.6.2. - All Temporary Signs With Exception of Banners.

The following sections apply to all Signs with the exception of Banners:

(a)

In addition to Signs otherwise permitted under this chapter, each Parcel may display, after receiving a permit from the Community Development Department, one (1) non-illuminated Signs no larger than thirty-two (32) square feet and not to exceed a height of eight (8) feet above ground level only.

(b)

A Temporary Sign permit issued in accordance with this section shall be valid for no more than thirty (30) consecutive days and in no case shall the same premises be allowed a Temporary Sign permit more than two (2) times in a twelve-month period.

(c)

Upon expiration of the Temporary Sign permit, the permittee shall remove the Temporary Sign in its entirety, including any temporary supporting structure.

(d)

The cost of a Temporary Sign permit is set per the fee schedule adopted by the Mayor and Council.

(Ord. of 8-22-2011, Exh. A)

6.6.3. - Banners.

The following sections apply to all Banners:

(a)

In addition to Signs otherwise permitted under this chapter, each Parcel may display, after receiving a permit from the Community Development Department, one (1) Banner per Parcel at any given time, said Banner to be a maximum of twenty-four (24) square feet in size, and be displayed for a maximum of fifteen (15) days four (4) times per year.

(b)

A Temporary Sign permit issued in accordance with this section shall be valid for no more than fifteen (15) consecutive days and in no case shall the same applicant (or individual or entity related to applicant) be allowed a Temporary Sign permit more than four (4) times in a twelve-month period.

(c)

Upon expiration of the Temporary Sign permit, the permittee shall remove the Temporary Sign in its entirety, including any temporary supporting structure.

(d)

The cost of a Temporary Sign permit is set per the fee schedule adopted by the Mayor and Council.

(Ord. of 8-22-2011, Exh. A)

**Woodstock, Georgia, Land Development Code >> - CODE >> Chapter VI - SIGN STANDARDS >>
ARTICLE VII. - ADMINISTRATION AND ENFORCEMENT >>**

ARTICLE VII. - ADMINISTRATION AND ENFORCEMENT

[6.7.1. - Permits; Procedures.](#)

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[6.7.7. - Removal Procedure.](#)

[6.7.8. - Variances.](#)

6.7.1. - Permits; Procedures.

(a)

Unless specifically exempted from obtaining a Permit under provisions of this Chapter, no person shall erect, construct, replace, relocate or structurally alter any Sign within the City without first obtaining a Sign Permit from the Building Official/Department of Community Development. No Permit shall be required to repaint or change the lettering of an existing conforming Sign, provided that no change of ownership of the entity displaying the message thereon has been made.

(b)

Applications for Permits shall be made upon forms provided by the City and shall contain or have attached thereto the following information:

(1)

Name, address and telephone number of the applicant.

(2)

Tax Parcel ID and address of building, structure, or parcel to which or upon which the Sign is to be attached or erected. In the absence of a street address, a method of location that is acceptable to the Building Official/Community Development Director shall be used.

(3)

Two (2) accurate drawings showing the position of the Sign in relation to nearby buildings or structures, including other Signs, driveways, parking areas, and any other limiting site features (survey not required).

(4)

One (1) accurate drawing to scale of the plans, specifications and method of construction and attachment of the Sign to the building or ground. The drawing shall be an engineered structural drawing designed to the International Building Code and shall specifically include the size of the sign area, overall height of the Sign, location of the Sign installation and its relation to existing rights-of-way and all driveways, a site distance diagram, and, if a Pole Sign or Monument Sign, any protective devices or landscaping around the base of the Sign.

(5)

Name, address, telephone number and business license number of the person erecting the Sign.

(6)

Written consent of the owner or lessor of the building or land to which or upon which the Sign is to be erected.

(7)

The location and size of all other Signs on the parcel upon which the Sign is to be erected.

(8)

The size of the parcel on which the Sign is to be erected and the length of the street frontage for the street to which the Sign is oriented.

(9)

If the Sign is to be lighted, an application for electrical permit meeting all standards of the City's electrical code.

(10)

The value of the Sign.

(11)

Such other information as the city shall require to show full compliance with this and other ordinances of the city.

(c)

No review of the specific content of any proposed Sign shall be made or required.

(d)

For Signs shared by more than one (1) person or entity, the property owner or sign contractor shall secure a permit for the Sign structure and the property owner shall be responsible for the maintenance of the structure as well as for removal of individual Sign panels identifying uses which no longer exist within the building or buildings covered by the shared Sign. In addition to the permit required for a shared Sign structure, a separate permit shall be required for each entity shown on the Sign which shall be obtained by the owner, his tenant, an authorized agent, or the Sign contractor.

(e)

Each application for permit shall be accompanied by the applicable permit fees. Fees for permits shall be as fixed from time to time by resolution of the Mayor and Council.

(f)

Upon the filing of an application for a permit, the Building OfficialCommunity Development Director or his designee shall examine all plans and specifications submitted, including electrical wiring and connections, and the premises upon which the Sign is proposed to be erected. The Building Official shall have tThe plans shall be reviewed for zoning compliance by the Department of Community Development and may obtain review by other officers and employees of the City may be obtained on an as-needed basis. Such review shall be completed within thirty (30) business days of submission of a completed Sign application. If it appears from review of the permit application and inspection of the site that the proposed Sign is in compliance with the requirements of this Chapter and all other ordinances and laws of the City, the Building OfficialCommunity Development Director shall issue a permit upon payment of permit fees no later than thirty (30) business days from receipt of the completed application.

(g)

The City shall deny permits to applicants who submit applications for Signs that do not comply with the provisions of this Chapter, are incomplete, or contain any material false statements. Violation of any provision of this Chapter will be grounds for terminating a permit granted by the City for the erection of a Sign. Should it be determined that a Sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this Chapter, the Building OfficialCommunity Development Director shall revoke the permit. Should the Building OfficialCommunity

Development Director deny a permit, the reasons for denial shall be stated in writing and mailed by certified mail, return receipt requested, to the address on the permit application on or before thirty (30) business days after the City received the completed application. Alternatively, the City may personally serve the Sign applicant with a copy of the written notice of denial within thirty (30) business days after the City's receipt of the application. The failure of the City to act on any completed Sign application within thirty (30) days after the City's receipt of the application shall be deemed a denial of said application. Any applicable denied and later resubmitted shall be deemed to have been submitted on the date of resubmission, instead of the date of the original submission.

(h)

No permit shall be denied or revoked, except for due cause as hereinafter defined, and after the applicant is given ten (10) days written notice containing a statement of the reasons for the denial of the permit application or the revocation of a permit. "Due cause" is the violation of any provision of this Chapter, or other applicable ordinances, state or federal law regulating Signs, or the submission of an incomplete application or an application containing false material statements.

(i)

An individual whose permit application has been denied or a permittee whose permit has been revoked may appeal the decision to the Mayor and City Council, provided such appellant files a written notice of appeal with the City Manager within ten (10) business days of the Building OfficialCommunity Development Director's notice. Such appeal shall be considered by the Mayor and City Council at the next meeting held after the City's receipt of the written notice of appeal, provided that such notice of appeal is received a minimum of seven (7) business days before the next meeting. Appeal notices received within seven (7) days of a scheduled City Council meeting shall be heard at the next available meeting more than seven (7) days following receipt of appeal. The Mayor and City Council shall issue a written decision to the applicant no later than thirty (30) days following the close of the appeal hearing. Decisions of the Mayor and City Council to affirm the decision of the Building OfficialCommunity Development Director or to overrule the decision of the Building OfficialCommunity Development Director and grant or continue the permit for which appeal is taken shall be reduced to writing and served upon the applicant in the same manner as the original notice to deny or notice of revocation. Such decision shall constitute a final determination by the City of Woodstock, Georgia.

(j)

In the event an applicant whose permit has been denied or a permit holder whose permit has been revoked is dissatisfied with the decision of the Mayor and Council, such applicant or permit holder may petition for Writ of Certiorari to the Superior Court as provided by law.

(k)

Any person commencing work on a Sign before securing the necessary permit from the Building OfficialCommunity Development Department shall be subject to double permit fees under the permit fee schedule.

(Ord. of 8-22-2011, Exh. A)

6.7.2. - Permit Expiration.

A Sign permit shall become null and void if the Sign for which the permit was issued has not been completed and installed within six (6) months after the date of issuance. No refunds will be made of permit fees for permits that expire due to failure to erect a permitted Sign; provided that where an applicant can demonstrate that a commercial entity was timely engaged to construct the permitted Sign but the fabrication has not yet been completed, one (1) six-month extension may be granted by the Building OfficialCommunity Development Director on the duration of the permit. Where a permit has expired for failure to erect the Sign, if an individual later desires to erect a Sign at the same location, a new application must be processed and another fee paid in accordance with the fee schedule in effect at the time of resubmission.

(Ord. of 8-22-2011, Exh. A)

6.7.3. - Display of Permit.

The owner of the Sign shall be responsible for maintaining the permit for every Sign constructed, erected or maintained for which a permit is required by this ordinance. Such permit shall be kept on the premises served by the Sign and shall be exhibited promptly upon request of city officers and employees. Additionally, the Sign permit number shall be affixed to every Sign for which a permit has been issued by the Sign company installing the Sign; such number shall be in no less than one-inch characters.

(Ord. of 8-22-2011, Exh. A)

6.7.4. - Non-conforming Signs.

(a)

Signs that, on the effective date of this Ordinance, were approved and legally erected under previous Sign restrictions, and that became or have become a Non-conforming Sign with respect to the requirements of this Ordinance, may continue in existence subject to the remaining provisions of this Section.

(1)

No increase in size of the Non-conforming Sign shall be permitted.

(2)

Existing Signs which were legally erected and which have become Non-conforming and do not meet the setback requirements of this Ordinance due to road widening may be moved to meet the setback requirement of this Ordinance but shall not be increased in size, shape or changed in any

manner except as to become conforming.

(3)

In all zoning districts, Signs which were:

a.

Illegally erected or maintained with respect to prior ordinances.

b.

Made of paper, cloth or non-durable materials (except standard informational Signs); or

c.

Located in the public right-of-way (except as permitted by this ordinance) shall be prohibited and shall be removed by the owner.

(b)

Upon failure to comply with any requirement of this Section, the Building Official/Community Development Director or his authorized agent may cause the removal of such Sign at the expense of the owner.

(c)

A Non-conforming Sign shall not be replaced by another Non-conforming Sign, except that the substitution or interchange of poster panels, painted boards or de-mountable material on Non-conforming Signs shall be permitted.

(d)

Minor repairs and maintenance of Non-conforming Signs such as electrical repairs or lettering repair shall be allowed. However, no structural repairs or changes in the size or shape of the Sign shall be permitted except to make the Sign comply with the requirements of this Ordinance; provided that Signs damaged by fire or act of God may be restored by to original condition.

(e)

Each Non-conforming Sign shall be registered within ninety (90) days of the enactment of this Ordinance by the Sign owner, and if it is determined that such Non-conforming Sign was legally erected under the prior ordinance, then a Sign permit shall be issued to the Sign owner without charge and the Sign shall be marked with a permit decal. Should the owner of a Non-conforming Sign fail to register such Sign with ninety (90) days from the enactment of this Ordinance, such failure to register shall be deemed a violation of this Ordinance, and such person shall be subject to citation in Municipal Court.

(f)

Existing Signs on the property of newly annexed territory that were legally erected under the county ordinance which would become Non-conforming under this Ordinance upon annexation by the City shall be allowed to remain, provided such Sign shall be registered with the City within ninety (90) days of annexation.

(g)

The Building OfficialCommunity Development Director shall be responsible for enforcement of the provisions of this Section. Notices of violation shall be provided to the Sign owner in accordance with the requirements of Section [6.7.7](#)

(Ord. of 8-22-2011, Exh. A)

6.7.5. - Inspections.

The Building OfficialCommunity Development Director or his designee shall periodically inspect each permanent and temporary conforming and Non-Conforming Sign in an attempt to ascertain whether the same is secure or insecure, and whether it is in compliance with the requirements of this Chapter or in need of repair. Responsibility for the safety of Signs and security of their attachment or erection remains at all times with the Sign Owner.

(Ord. of 8-22-2011, Exh. A)

6.7.6. - Signs Requiring Removal.

(a)

Traffic hazards. Any Sign constituting a traffic hazard or a menace to the motoring public or pedestrians, as determined by the Building OfficialCommunity Development Director in consultation with the Chief of Police, shall be removed as provided in Section [6.7.7](#)

(b)

Abandoned Signs. Except as otherwise provided in this Chapter, any Sign that is located on property that becomes vacant and unoccupied for a period of three (3) months or longer, or any Sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. Permanent Signs applicable to a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of six (6) months or more. Sign panels from abandoned Signs shall be removed by the owner of the premises on which the Sign is located within the time frame specified in this subsection. The supporting structure of an abandoned Sign shall be subject to the Non-conforming use provisions of Section [6.7.4](#). It shall be considered adequate compliance with this Section for Sign panels and channel letters of abandoned Signs to be removed, provided the owner of the Sign or owner of the premises supplies a protective cover that protects exposed electrical components from exposure to the elements.

(c)

Dangerous, Dilapidated or Defective Signs. No person shall maintain or permit to be maintained on any premises owned or controlled by that person any Sign that is in a dangerous, dilapidated or defective condition. Any such Sign shall be removed or repaired by the owner of the premises or owner of the Sign. Upon failure of the

owner to remove or repair a dangerous or defective Sign, the Building OfficialCommunity Development Director shall proceed as described in Section [6.7.7](#)

(Ord. of 8-22-2011, Exh. A)

6.7.7. - Removal Procedure.

- (a)

The Building OfficialCommunity Development Director shall cause to be removed any Sign that he determines endangers the public safety, such as an abandoned, dangerous, or electrically or structurally Defective Sign or a Sign for which no permit has been issued or which is otherwise in violation of this Chapter. The Building OfficialCommunity Development Director shall prepare a written notice that shall describe the Sign and specify the violation involved. The notice shall state that if the Sign is not removed or the violation is not corrected within twenty (20) business days, the Sign shall be removed in accordance with the provisions of this Section.
- (b)

All notices by the Building OfficialCommunity Development Director shall be personally served or sent by certified mail, return receipt requested. Any time periods provided in this Section shall be deemed to commence on the date received if hand delivered or otherwise on the date delivered as shown upon the return receipt of the U.S. Postal Service.
- (c)

The notice shall be mailed to the owner of the property on which the Sign is located, the owner of the Sign, and the occupant of the property. If any such person is unknown or cannot be found, notice shall be mailed to such person's last known address, if any, and posted on the Sign or on the Premises.
- (d)

Any person having an interest in the Sign or the property may appeal the determination of the Building OfficialCommunity Development Director ordering removal or compliance by filing a written notice of appeal with the City Manager within ten (10) business days after receipt of the notice. Appeals will be handled as provided in Section [6.7.1](#)(i) and (j).
- (e)

If the person to whom notice is directed fails to take corrective action within the time period prescribed, or if on appeal the City affirms the decision of the Building OfficialCommunity Development Director and the person fails to take corrective action or remove the offending Sign within the time period prescribed, then the Building OfficialCommunity Development Director shall proceed to have the Sign removed or corrected to bring such Sign into compliance with this Chapter or to remove any unsafe condition.
- (f)

When it is determined by the Building OfficialCommunity Development Director that the Sign would cause imminent danger to the public safety and contact cannot be made with the Sign owner or building owner, no written notice shall have to be served prior to removal. In such emergency situation, the Building OfficialCommunity Development Director shall document the unsafe condition and may correct the danger, with all costs being charged to the Sign owner or the property owner.

(g)

If it shall be necessary for the Building OfficialCommunity Development Director to remove the Sign pursuant to the provisions of this Section, and it should be practicable to sell or salvage any material derived in the removal, the Building OfficialCommunity Development Director may sell or salvage any material derived in the removal. He may sell the same at public or private sale at the best price obtainable and keep an account of the proceeds thereof. Such proceeds, if any, shall be use to offset the cost of removal to be charged to the Sign owner or property owner. Any proceeds in excess of the cost of removal shall be returned to the Sign owner, if known, or if unknown, shall be deposited in the City Treasury and maintained for benefit of the owner for a period of three (3) years. At the end of three (3) years, all unclaimed proceeds shall become the property the City. Where the proceeds derived from such sale are less than the costs of removal, such deficiency shall constitute a lien against the property on which the Sign is located. Such lien shall be collectable in the same manner as City property taxes.

(h)

Any Sign removed by the Building OfficialCommunity Development Director pursuant to the provisions of this Section shall become the property of the City and may be disposed of in any manner deemed appropriate by the City. The cost of removal of the Sign by the City shall constitute a lien against the property and shall be recoverable in the same manner as City property taxes. The cost of removable shall include any and all incidental expenses incurred by the City in connection with the Sign removal.

(Ord. of 8-22-2011, Exh. A)

6.7.8. - Variances.

(a)

Variances from the regulations of this Chapter shall be limited to the following hardship situations:

(1)

Where the proximity of existing Signs on adjoining lots causes the subject property to be ineligible, due to spacing requirements, for a Sign of the type sought; or

(2)

Where visibility of a conforming Sign from the proposed street and within fifty (50) feet of the proposed Sign would be substantially impaired by existing trees, plants, natural features, Signs, buildings or structures on a different lot; and

a.

Placement of the Sign elsewhere on the lot would not remedy the visual obstruction;

b.

Such visibility obstruction was not created by the owner of the subject property; and

c.

The variance proposed would not create a safety hazard to vehicular traffic or pedestrians.

(b)

Variances shall be limited to the minimum relief necessary to overcome the hardship. No variances shall be granted to allow a greater number of Signs than would be allowed if the hardship did not exist. No variance shall transfer to a new owner or occupant of the property.

(c)

Relief from the application of the provisions of this Chapter by use of variances granted by the City shall be granted only upon a finding of hardship as previously defined. Hearing on such variances shall be noticed using this same time frames and notice requirements as for appeals under this Chapter.

(Ord. of 8-22-2011, Exh. A)
