



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS**

ADMINISTRATION

MEMORANDUM

TO: Bruce K. Walden, Chief Administrative Officer
FROM: William R. Gray, Public Works Director
DATE: September 28, 2005
RE: Entryway Sign Policy

The attached revised policy reflects the comments made at the Committee of the Whole meeting held on September 26th.

Attachment: Entryway Sign Policy

URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE MANUAL

Section: Office Procedures	Section No: 8.25	Page 1 of 2
Subject: Entryway Sign Policy	Effective:	
	Revised:	

Scope: **Neighborhood Associations, Homeowners Associations**

Purpose: **To provide guidelines for the installation of entryway signs in public rights-of-way, the following policy will be practiced:**

Policy:

A request for entryway signs can only be made by a neighborhood association, homeowners' association, or group recognized by the Urbana City Council, which defines a specific neighborhood area.

The association (requestor) shall notify all property owners, tenants and residents in the affected area of the entryway sign request via letter, newsletter, e-mail, public notice in the local newspaper or other method acceptable to the City.

Entryway signs shall be placed in the City right-of-way. At the time of the request, the requestor shall seek concurrence from the owner of any property adjacent to the signage regarding the placement of the signage in the adjacent City right-of-way. Evidence of this concurrence shall be provided to the Public Works Director in the form of a letter, e-mail, phone call or in-person contact. If the adjacent property owner does not concur, a different location must be selected. The City staff will assist the requestor with property ownership information if needed.

The material costs (signs, sign hardware, posts) shall be borne by the requestor. The City will attempt to use existing sign posts for the installation of the entryway signs. If the location and/or configuration of the entryway signs requires the use of stand-alone sign posts, then the cost of the sign posts shall be the responsibility of the requestor. Additional sign(s), which will be used to replace damaged or stolen entryway signs, will be purchased as part of the material costs. The exact number of replacement signs will be determined by the Public Works Director, but typically one replacement sign will be required for inventory.

Funds from the requestor may be generated by an association, property owners, tenants, grantors, etc.

The City will provide, at no cost to the requestor, the labor and equipment to install the entryway signs. The City will not begin the process for purchasing and installing the entryway signs until the City has received payment for all material costs from the requestor.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____

Entryway signage will include the name of the neighborhood. No advertising will be permitted on the sign. Dimensions of the sign shall not exceed thirty-six (36) inches in width or length. The sign base shall be installed at least seven (7) feet from the ground, but monument height entryway signs may also be considered provided proper clearance between the street and sidewalk is available.

If, in the opinion of the Public Works Director or his/her designee, the entryway sign requires replacement, additional signs shall be provided at the requestor's expense or if the requestor so chooses, it will not be replaced. Typically, signs have a ten-year useful life.

Applications for entryway signs and sign design are subject to approval by the Urbana City Council and may be removed at any time by City Council action.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____