

**119-O-20**

**AN ORDINANCE**

**Amending Portions of Title 4, Chapter 10, “Sign Regulations” of the  
Evanston City Code**

**NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS:**

**SECTION 1:** City Code Title 4, Chapter 10, Section 4, “Annual Sign Fee”  
of the Evanston City Code of 2012, as amended, is hereby further amended to read as  
follows:

**4-10-4. – ANNUAL SIGN FEE**

All signs subject to this Chapter, ~~with exception of those enumerated in Section 4-10-6  
of this Chapter, are not subject to an annual fee which shall be reestablished from time  
to time by ordinance of the City Council.~~

**SECTION 2:** City Code Title 4, Chapter 10, Section 11, “Administration”  
of the Evanston City Code of 2012, as amended, is hereby further amended to read as  
follows:

**4-10-11. - ADMINISTRATION.**

(A) *Administrative Officer.* The city manager shall designate the Sign Administrator for  
the purpose of administering this chapter. If no such person is designated, the city  
manager himself/herself shall function as the Sign Administrator.

(B) *Permit Approval Procedure.* Any sign for which a permit is required under section  
4-10-5 of this chapter must receive that permit prior to being constructed, erected,  
originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated or  
expanded. The following procedures must be followed for approval of a permit:

1. *Complete Application.* A permit application must be submitted to the City of  
Evanston department of Community and Economic Development. No application  
shall be accepted until it is complete, along with all necessary fees, bonds, and  
evidence of ownership or authorization as described below in this section.

2. *Permit Issuance.* Once an application is accepted as complete, the Sign  
Administrator shall direct an examination of the plans, specifications, and other

submitted data, and the premises upon which the sign is proposed to be erected or affixed, and shall request additional plans and information if necessary to determine conformance. If the Sign Administrator determines the proposed sign or signs to be in conformance with this and other applicable chapters of the City Code, the Sign Administrator shall issue a permit for the proposed sign.

3. *Permit Denial.* If the proposed sign does not conform with this or other applicable chapters of the City Code, the Sign Administrator shall, on the basis of written findings, approve the sign subject to specific modifications or, on the basis of written findings, deny the sign application.

(C) *Permit Application.* Application for permits to erect, construct, or alter a sign shall be submitted on a form and in the manner prescribed by the Sign Administrator. Each application shall be signed by the owner of the sign and the owner of the property upon which it is to be located. Applications for permits shall be accompanied by such information as may be required to ensure compliance with all applicable regulations, including:

1. Name, address and telephone number of the applicant;
2. A drawing or drawings indicating the location of the building, structure or lot to which or upon which the sign or advertising structure is to be attached or erected;
3. A drawing or photograph showing the position of the sign or advertising structure in relation to structures;
4. Two (2) blueprints or ink drawings of the plans and specifications of the proposed sign or advertising structure, including the methods of construction and attachment to the buildings or in the ground. Such plans must include all text and graphics proposed on the sign, drawn to scale with dimensions;
5. If required by the Sign Administrator, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure as required by this Chapter and all other applicable chapters of the City Code;
6. Name of person, firm, corporation or association responsible for erecting the sign or advertising structure.
7. Written consent of the owner or agent of the premises on which the sign or advertising structure is to be erected;
8. A completed application for any electrical permit required to be issued for said sign or advertising structure;
9. A copy of the insurance policy or bond as required by subsection 4-10-12(G) of this Chapter;
10. A declared total value of the sign or advertising structure and its installation;
11. Documentation of all existing signs on the premises, including their type and area, location, and the occupant of the site to which each sign pertains; and
12. Any additional information as the Sign Administrator shall require to show full compliance with this and all other applicable chapters of the City Code.

(D) *Temporary Permit Applications.* Applications for temporary sign permits shall be accompanied by such information as may be required to ensure compliance with all

applicable regulations, including those listed in paragraphs 1, 2, 3, 4 and 6 of subsection (C) of this Section. No fee shall be charged for any temporary sign.

~~(E) *Annual Inspection Permit.* The Sign Administrator shall inspect annually, and at such other times as the Officer deems necessary, of each sign and advertising structure for the purpose of ascertaining whether the same is secure, whether it is in need of removal or repair, and whether it is in compliance with the provisions of this Chapter. To meet the expense of such inspection, the sign permittee shall pay to the City Collector an annual fee, and receive an annual inspection permit. In the event that the sign permittee can not be located, any person owning or in possession, charge or control of the sign or advertising structure shall pay the inspection fee after being properly invoiced by the Sign Administrator or the sign or advertising structure shall be removed.~~

~~(EE) *Permit Fees.* Fees to be charged for permits issued shall be as established in a separate fee ordinance which may be, from time to time, adopted by the City Council. Persons guilty of erecting or maintaining a sign without first securing the necessary permit shall be subject to a penalty fee of fifty percent (50%) of the normal fee amount in addition to the obligation to pay the normal fee.~~

~~No fee for an annual inspection permit shall be charged during the calendar year in which the sign or advertising structure is erected. All annual inspection fees shall be due on the anniversary date of the original erection date.~~

~~(GF) *Bond, Insurance and Indemnification Requirements.*~~

~~1. *Insurance.* A general liability insurance policy issued by any approved insurance company authorized to do business in the State of Illinois, conforming to this Section, may be permitted in lieu of bond, provided that said insurance policy names the City as an additional insured and agrees to hold harmless and indemnify the City, its officers, agents, and employees from any and all claims of negligence resulting from such work.~~

~~2. *Public Property.* All persons responsible for the erection, alteration, relocation, maintenance of a sign or advertising structure in or over or immediately adjacent to a public right of way or public property so that a portion of the public right of way or public property is used or encroached upon by that person, shall agree to hold harmless and indemnify the City, its officers, agents, and employees from any and all claims of negligence resulting from such work.~~

~~(HG) *Pre-Installation Inspection.* The person responsible for the installation of a sign shall schedule with the Sign Administrator a pre-installation inspection prior to installing any sign requiring a permit. Such inspection shall include a footing inspection, if applicable, and confirmation of the other details of mounting and placement.~~

~~(IH) *Final Inspection.* The person responsible for the installation of a sign shall notify the Sign Administrator upon completion of the work for which a permit is required and so schedule a final inspection.~~

~~(JI) *Six Month Deadline.* If the work authorized under a permit has not been completed within six (6) months after the date of issuance, the permit shall be null and void.~~

~~(KL) *Denial or Revocation.* All rights and privileges acquired under the provisions of this Chapter, or any amendment thereto, are deemed mere permits which may be denied, suspended or revoked any time for cause by the Sign Administrator. The Sign~~

Administrator is authorized and empowered to deny, suspend, or revoke any permit upon failure of the permittee to comply with any provision of this Chapter or whenever the permit is issued on the basis of a misstatement of fact or fraud. The Sign Administrator shall refuse to issue any further permit to any such party or owner, or their agents or representatives, who is in violation of the requirements of this Chapter, or refuses to pay costs assessed for corrective action under the provisions of this Chapter.

**SECTION 3:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4:** If any provision of this Ordinance 119-O-20 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

**SECTION 5:** Ordinance 119-O-20 shall be in full force and effect after its passage and approval.

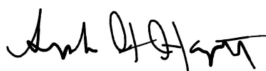
**SECTION 6:** The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced: December 14, 2020

Approved:

Adopted: January 11, 2021

January 18, 2021

  
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Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

  
\_\_\_\_\_  
Devon Reid, City Clerk

  
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Kelley A. Gandurski, Corporation Counsel