

COMMERCIAL SIGNS IN THE TOWN of WOODSTOCK

This worksheet is for general guidance only.

Please see Woodstock Town Zoning Regulations, Section § 525, for further details.

Before an application can be considered for approval, it must include the following:

- [] Application Form & Fee (\$35 + \$2/sq. ft.)
- [] Sketch of sign(s), including dimensions, noting details of proposed lighting, if any.
- [] Site Plan showing where sign(s) will be located, indicating placement height

Sign Regulation Overview

[] **Maximum Signage:** § 525 (D)(3)

- Total signage allowed per lot is determined by the following calculation:
Width of store front _____ ft. X .8 = _____ total sq. ft.
- Multiple Businesses on one lot share the total allowed signage, *subject to the following conditions:*
 - Commercial/Light Industrial, Light Commercial/Light Industrial, Business Service, and Business Service/Light Industrial: 50 sq. ft. maximum.
 - Hamlet Commercial, Office/Residential, & Inn Districts: One 2 sq. ft. maximum per establishment
 - All other commercial districts: 6 sq. ft. maximum per establishment
- Shopping malls or industrial parks may be allowed a directory sign of 10 sq. ft. per business, not to exceed 100 sq. ft. total

[] **Number of Signs:** § 525 (D)(2)

- One affixed, projecting, or freestanding sign
- Two instructional signs not to exceed 2 sq. ft. (no setback requirements)
- Freestanding signs are limited to one per lot
- Restaurants are also allowed one 4 sq. ft. menu board or one 6 sq. ft. sandwich board (to be removed at end of each business day).
- Inns are allowed one 4 sq. ft. bill of fare sign
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[] **Placement of all signs:** § 525 (D) (1)

- Signs shall be set back at least one-half the required setback distance or equal to the existing setback where the commercial building is non-conforming.
- Freestanding signs shall be located between 3 and 10 ft. above ground level.
- Projecting signs shall be at least 9 ft. and not more than 20 ft. above ground level and shall not project more than one-half the width of a public walkway.
- Affixed signs shall not exceed the highest point of the building.

[] **Illumination:**

- Internally illuminated signs are prohibited. § 525 (B)(4)
- Illumination must be shielded and focused on the sign only to protect night sky and traffic. No illumination after 11:00 p.m. (except hotels, motels, B&B, restaurants & emergency services). § 525 (C)(7)

Signs requiring no permit - see § 525 (A)

One 12 sq. ft. contractor's sign during construction, One 4 sq. ft. real estate "for sale" sign;
Commercial establishments: One 12 sq. ft. "OPEN " banner; One sq. ft. "open/closed" sign;
one temporary sign (7 days) not exceeding 12 sq. ft. for garage sales, auctions, fairs, and other similar current events.