

“ACTION” Grant V Guidelines for Neighborhood Signs

This sign approval process applies to neighborhood signs funded through the City of Columbia. Neighborhoods must be recognized and in good standing with the Columbia Council of Neighborhoods (CCN). All sign locations must be within the CCN approved boundaries.

Your neighborhood wants a sign ••• What do you do?

Step One:

Complete a 'Neighborhood Sign Application'. This two-page form must be completed for each sign location. Please note the following:

- Sign may be two sided with an area up to 20 square feet.
- Sign may be up to *four* feet in height (from the ground to the highest point of the sign).
- Sign cannot be located in the sight zone, if over 2 ½ feet in height. In residential districts, the sight zone is the triangular area measured 25 feet from each corner with an imaginary line to connect the two ends. In commercial districts, the distance is 15 feet.
- Signs may not display any information other than 'welcome to' or 'you are leaving' and the name of the neighborhood; no personal remarks or other verbiage is permitted.
- Signs may not be illuminated from within nor have changing letters or surface where verbiage may be changed.
- If the sign is to be located on private property, a letter signed by the property owner must be submitted.
- Number of signs is limited to a total of six per neighborhood. Existing neighborhood signs will be counted towards this total when applying for additional signs.
- Please note, if your community is located within an approved historic protection area, copies of your sign application will be submitted by the Community Development (CD) staff to the historic preservation office for approval.
- It is vital to complete the 'Neighborhood Sign Application' in as much detail as possible. Include landmarks such as trees, telephone poles, etc. so that when City staff visits the site they will be clear on where the sign is to be installed.
- By submitting the 'Neighborhood Sign Application' it is understood that the locations selected have been approved by the neighborhood's executive committee (officers) and a majority of the neighborhood association's residents. *All future questions from neighborhood residents directed to City staff regarding the signs will be referred to the neighborhood president.*
- Signs should not be located on major commercial corridors, except where the neighborhood on both sides of the street. Desired sign placement should reflect the streets that serve as major entrances to the community, but not neighborhood boundaries.



The “ACTION” Grant III 2017-2018 APPLICATION



If the sign is to be located on private property:

If the sign is to be located on private property, a completed sign application and letter signed by the property owner must be submitted prior to installation. Please note that all other requirements within *Step One* apply to the sign. However, further approvals from the City are not required after this information is submitted and approved for private property signs only.

What happens before my sign is installed?

Step Two:

After you submit your 'Neighborhood Sign Application' to CD, staff will verify that the locations are within the neighborhood's CCN approved boundaries. If you would like to apply for the installation of signs in areas not included in your current CCN boundaries or you are not currently a CCN approved neighborhood, please contact the Columbia Council of Neighborhoods for further information on neighborhood boundary approval procedures. After CD Staff has reviewed and found your proposed sign locations to be within your CCN boundaries, staff will visit the site to photograph the locations. Steps One & Two generally takes 3-4 weeks to process, due to the site visits, etc.

Step Three:

Neighborhood President signs a Memorandum of Agreement between the City of Columbia and the neighborhood association to agree to the following:

- The neighborhood association will be responsible for sign maintenance and preventing theft or vandalism.
- The neighborhood must deed the sign to the City upon project completion. This action provides compliance with City ordinance requiring liability insurance on the site.
- The neighborhood completes a deed transfer of the sign to the City of Columbia.

Who will install our signs?

Step Four:

If the City Sign Shop is to install signs:

The CD staff will submit the approved 'Neighborhood Sign Application' to the Sign Shop. The neighborhood president (or his designee as noted on the application) must be prepared to meet Sign Shop staff on site to review and mark locations. The City Sign Shop staff will install signs per the instructions provided by the neighborhood on the 'Neighborhood Sign Application'. Therefore, it is vital that the application be as detailed as possible, including the angle at which the sign is to be installed.

If the private company creating the signs is to install signs:

The company will need to obtain a permit from the Zoning Department. See the Zoning Department for a current schedule of fees. Signs must be installed per the approved locations on the 'Neighborhood Sign Application'. Any signs installed with variations to the approved locations may be subject to removal by the City at the neighborhood's expense.



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Neighborhood Sign Application

Name of Neighborhood _____

Contact Person _____

Daytime Phone Number _____

Does your neighborhood have existing community entrance/exit boundary signs? _____ If yes, how many currently? _____

List the locations of the current signs _____

Please describe what writing will appear on the sign _____

Please describe the dimensions of the sign _____

I certify that the location of this neighborhood sign is within the above listed, Columbia Council of Neighborhood (CCN) approved boundaries. If this sign(s) location: does not fall within your community's CCN boundaries, contact the CCN for further information on becoming a CCN approved neighborhood or making changes to your boundaries.

I certify that the neighborhood organization approves of the placement and design of this sign. I will obtain written permission from any interested party or private property owner. I understand that this sign must be installed at the location (s) approved by City staff.

I understand that if my neighborhood is included in a designated historic protection area I must obtain permission from the City's Historic Preservation office for location and aesthetic purposes.

I understand that once a selected location has been approved by the Zoning Department, Community Development, Historic Preservation office (if needed), and the City Sign Shop, locations cannot be changed. Once installed by the City Sign Shop or private vendor, the sign locations cannot be changed.

I understand that my neighborhood organization is responsible for sign maintenance and protecting the sign from theft or vandalism. The City will not replace or maintain this sign.



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Signature

Date _____

Memorandum of Agreement between The City of Columbia

We, _____, are utilizing City of
(Name of Neighborhood)
Columbia funding to complete the _____
(Name of Project)

project. We are responsible for maintenance and adherence to applicable City ordinances, laws, and permits. Upon completion of the project to the satisfaction of the neighborhood, we will assign the improvement project to the City of Columbia so that it can be carried under the City's self-Insured policy.

City of Columbia Representative
Community Development Department

Neighborhood Association/Organization
Representative

Witness

Witness

Date

Date