

Please note, however, that new businesses are allowed the following during the first 30 days after opening only:

- Plaques
- Banners
- Pennants
- Streamers

Should you use any of these to advertise your new business, please remember that you MUST remove them after 30 days!

List of permitted signs in the Town of Westport that do not require permits:

The following is a list of permitted signs in all districts within the Town of Westport:

- Official Government notices
- Government signs to control traffic, identify streets or to warn of danger
- Signs of public service companies to warn of danger
- Temporary signs for public and charitable events
- Political signs

What about temporary signs along the road in the Town of Westport?

Pursuant to the Town of Westport Zoning Regulations, no sign shall be placed off-site that will be used to advertise the sale of goods. Signs found in the Town or State road right of way will be removed if discovered by the Planning and Zoning Staff. If there is a telephone number on the sign, the P&Z staff will make every attempt to contact you. Those signs that are removed by P&Z staff shall be taken to the Transfer Station (Along the Sherwood Island Connector) where they will remain for 30 days. If not collected by the end of the 30 day period, the signs will be disposed of. If you place a sign back in the Town or State road right of way, it shall be disposed of immediately.

REMEMBER:

Free Standing

Size and type of sign is defined

Hand written, erasable content

Removed during closing hours

A yearly permit is required

Do not position in parking lot or area interfering with pedestrian traffic

If you have more questions:

Go to www.westportct.gov, click on the link for Planning and Zoning, and you will find a link for the Zoning Regulations on that page. The section for signs begins in Section 33.

Or you may call the Westport Planning & Zoning Office at 203-341-1030.

THANK YOU FOR YOUR COOPERATION

The Westport Planning and Zoning Department

G:\Pnz_off\FORMS\Free Standing Portable Sign Brochure FINAL 4-20-14.doc

Town of Westport 2014

Free Standing Portable Signs Guidelines Brochure



**TOWN OF WESTPORT
PLANNING & ZONING DEPARTMENT**
Town Hall, 110 Myrtle Avenue
Westport, CT 06880
Phone (203) 341-1030, Fax (203) 454-6145
www.westportct.gov

Why am I getting this sign brochure on free standing portable signs?

In **February 2012**, the Westport Planning & Zoning Commission passed regulations that would allow local merchants to have free standing portable signs on their property in order to help promote their businesses. Please keep this brochure as a guide for future signs to help you determine what you are allowed to do under the current zoning regulations. Should you have any questions about anything contained within this brochure, please do not hesitate to contact the Planning and Zoning Department.

What rules apply to Free Standing Portable Signs?

A Free Standing Portable Sign as approved by the Westport Planning & Zoning Commission must meet the following criteria:

- Signs cannot be permanently installed in the ground
- Signs must be self supporting/portable or hung on the façade of the tenant's building. Signs cannot be attached to an immovable object such as a structure, light pole, a utility pole or a fence.
- Signs shall be no larger than 24 inches wide by 40 inches high in size per side as measured from the ground including any borders or supports. A sign that hangs on the façade of a building shall be no larger than 24 inches wide by 36 inches high, may only be one sided and hung flush to the building. Signs hung on the façade of a building must not be more than 7 feet above the ground as measured to the top of the sign.
- Signs may only be displayed during the hours that the business is open. Signs must be removed when the business is not open.
- The sign must be a framed chalk board or eraser board and all of the wording on the sign must be hand drawn.

- Signs must be located on the property where the business is located. The name of the establishment must appear on or be affixed to the sign within the allowed sign area.
- Signs may not be located in parking spaces. Signs must not interfere with pedestrian traffic or block sight lines for drivers.
- Signs may not be internally or externally lit or have any moving parts

When do I need to get a permit for a sign?

All Free Standing Portable Signs must receive a Zoning Permit from the Planning & Zoning Department annually. **These new rules went into effect on March 9, 2012.**

How can I obtain a permit?

You may visit the Planning & Zoning Office during our walk-in hours on Wednesdays from 9AM till 11:30 AM or you may call 203-341-1030 to schedule an appointment.

All permits will require a written letter of authorization from the property owner.

How much does it cost to get a sign permit?

All sign permits have an annual permit cost of \$80.00. (\$60 state fee & \$20 town fee) When you come to the Planning and Zoning Office for a sign permit, you will need to bring 3 copies of scaled drawings showing your proposed sign. You must also bring a survey or site plan of the property so that the sign can be properly located. This will enable us to determine whether your sign meets the size and location requirements allowed in the Zoning Regulations. If your sign is approved for a permit, you will be given a numbered sticker that must be attached to your sign so that it is visible from the street. This sticker is not transferable to another merchant or business.

Remember: you must obtain a new permit and sticker each year.

What happens if I don't get a permit or if I put up a prohibited sign?

The Town Ordinance allows for a fine of \$150 per day for each violation. However, our goal at the Planning and Zoning Department is compliance, not citations. We are willing to work with you in order to achieve compliance of these signs. Should you receive a violation from this office, you must respond in writing within 10 days to avoid further action.

Where are Free Standing Portable Signs allowed?

Free Standing Portable Signs are only allowed on the property where your business is located. Each tenant is allowed one Free Standing Portable Sign. These signs are not permitted within parking spaces or road right of ways or on public sidewalks. If a Zoning Official determines that your sign does not meet these criteria you will be asked to relocate your sign. Signs can not be used for off-site advertising. All signs must be located on your premises. For locations such as Main Street where the buildings go right up to the property line, you will be permitted to hang a sign on the façade of your store as described in the brochure.

List of prohibited signs in the Town of Westport:

The following is a list of prohibited signs in all districts within the Town of Westport:

- Neon Signs
- Banners
- All signs mounted on telephone polls
- Signs that interfere with corner visibility
- Signs on the top of any building
- Signs that project beyond a property line
- Signs hanging over any portion of a traveled path
- Signs in motion except for flags
- Animated or flashing signs
- Off-site advertising signs