



Permit # \_\_\_\_\_

Application Date: \_\_\_\_\_

## Sign Permit Application

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address of Sign (if different from above): \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Sign Information: Basic Dimensions: \_\_\_\_\_ ft \* \_\_\_\_\_ ft

Height of Sign: \_\_\_\_\_ ft

Lot Diagram: (please attach drawing showing location, elevation, etc)

### Property Owners Affidavit and Signature:

I hereby certify that the work described above shall be installed in accordance with the local zoning code and will be inspected and approved by the Village. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(owner)

Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Sign Permits \$25.00**

**Residential Uses \$50.00**

**All other Uses \$100.00**

1. ***Sec. 42-436. Sign permits and application.***
2. ***Permits required.*** No sign requiring a permit shall be erected, used, constructed or altered until a permit has first been obtained under this section. A sign permit shall not be issued for a sign unless the sign fully complies with the requirements of this article. The property owner shall at all times maintain in force a valid sign permit for any sign requiring a permit.
3. ***Application.*** Application for a sign permit shall be made to the village along with a fee in the amount established by resolution of the village council. The permit application shall be reviewed in accordance with the following procedures:
4. ***Required drawing and information.*** An application for construction, creation or installation of a new sign or for alteration of an existing sign shall be accompanied by detailed drawings and accompanying narrative statements to show and describe the dimensions, design, structure and location of each sign. A single application and permit may include multiple signs on the same lot.
5. ***Completeness.*** After receiving an application for a sign permit, the village shall review it for completeness. If the village determines that it is complete, the application shall then be processed. If the application is determined to be incomplete, the village shall send the applicant a written notice specifying how the application is deficient.
6. ***Issuance or rejection.*** After the submission of a complete application for sign permit, the village shall, within ten business day, either issue the sign permit, if the sign that is the subject of the application conforms in every respect with the requirements of this article; or reject the sign permit application if the sign that is the subject of the application fails in any way to conform with the requirements of this article, and so notify the applicant.
7. ***Electrical permits.*** All signs requiring electrical service shall be reviewed for compliance with the village electrical code. Approval of electrical service shall be noted on or attached to the sign permit.
8. ***(Ord. No. 394, § 15.6, 7-14-2003)***
9. ***Sec. 42-437. Design, location and construction standards.***
10. All signs shall be properly maintained in good structural condition in compliance with the requirements of this article and shall not be permitted to deteriorate through disrepair or as a result of the effects of the weather. Under no circumstances shall the design, construction, support, or location of a sign constitute in any way a hazard to the health, safety or welfare of the public or to adjacent property.
11. Signs located within 150 feet of a residential district may not be internally illuminated. All illumination must be focused directly on the sign surface with not greater than one footcandle of illumination emanating from the sign, measured at the property line.
12. Signs shall not be placed in, upon or over any public right-of-way, alley or place, except as may be otherwise permitted by the county road commission or state department of transportation. Any sign installed or placed in the public right-of-way or otherwise on public property, except in compliance with the provisions of this article shall be forfeited to the public and subject to confiscation and may be immediately removed by the village. In addition to other available remedies, the village shall have

the right to recover from the owner or person placing an unauthorized sign the full cost of removal and disposal of the sign.

13. A sign shall not be erected in any place where it may be, by reason of its position, shape, color, or other characteristic, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, device, or constitute a nuisance.
14. A sign shall not contain any moving or animated parts, except for time and temperature signs and digital signs as regulated herein, and highway billboards as regulated by the state.
15. Except as otherwise expressly allowed by this article, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure. The sign support and construction for all signs requiring permanent attachment shall be able to withstand a minimum of 30 pounds of horizontal pressure per square foot of the area of the sign.
16. A sign and its supporting mechanism shall not extend beyond any lot lines of the property on which it is located.
17. *(Ord. No. 394, § 15.7, 7-14-2003; Ord. No. 402, 4-11-2005)*
18. **Sec. 42-438. Sign regulations applicable to all districts.**
19. The following regulations are applicable to signs in all zoning districts:
20. All signs shall be stationary and, except for noncommercial signs and community special event signs, shall pertain to the business or activity conducted on the premises except as otherwise permitted in this article.
21. Real estate signs are permitted in any zoning district but shall be removed within one week after completion of the sale or lease of the property.
22. For parcels which have frontage on more than one street, one additional freestanding sign per street frontage may be allowed subject to the following:
23. The permitted additional sign shall not be placed along the same frontage that contains another freestanding sign.
24. A minimum of 40 feet of street frontage is required for the placement of an additional sign.
25. Temporary construction signs are permitted in any district subject to the following restrictions:
26. *Signs shall be no larger than 32 square feet and shall be located not closer than ten feet from the right-of-way with a maximum height of ten feet.*
27. *Any such temporary construction signs shall be removed not later than the placement of a permanent sign installed pursuant to this article.*
28. Community special event signs are permitted in any zoning district subject to the following restrictions:

29. *A community special event sign may be located either on or off-premises where the event is being held.*
30. *The sign may be erected no earlier than three weeks prior to the event that is being advertised.*
31. *The sign shall have a maximum size of 32 square feet in area, and a maximum height of six feet and shall be set back a minimum of ten feet from all property lines.*
32. *All signs shall be removed within 48 hours of the conclusion of the special event that is being advertised.*
33. Directional signs are permitted in all zoning districts subject to the following restrictions:
34. *A directional sign shall not contain a commercial message.*
35. *Such sign shall not exceed two square feet in area or three feet in height, and shall be set back at least five feet from any lot line and edge of any driving lane.*
36. Noncommercial signs are permitted in all zoning districts.
37. All signs located in the village shall be erected, altered, and maintained at the risk of the owner of the sign, who shall assume full responsibility for any consequences of any damages caused by the sign.
38. A sign shall be removed by the owner within 24 hours of receipt of notice from the village stating that the sign does not comply with the requirements of this article by reason of its height, size, design, condition or location. The notice shall state that if the owner does not remove the sign, or correct the unsafe or improper condition within the specified time frame, the village may remove the sign. Upon failure to remove or correct the unsafe or improper condition within 24 hours of receipt of the notice, the village may take whatever action is necessary to have the sign removed or to otherwise abate the unsafe or improper condition and in addition to other remedies, the village shall have the right to recover from the owner of the sign the full costs of removing and disposing of the sign or abating the unsafe or improper condition.
39. Temporary business signs are permitted in all commercial and industrial districts subject to the following requirements:
40. *A maximum of two signs may be used to identify a special, unique or limited activity, service, project, promotion or sale of limited duration.*
41. *A sign permit shall be obtained prior to the installation of the signs.*
42. *All signs must be located on the same lot that is advertised.*
43. *No more than four permits for signs shall be issues for the same premises within one calendar year. The signs shall not be used in excess of 15 calendar days and shall be removed within three days of the termination of the sign permit.*
44. Signs located within 100 feet of a residential district shall be limited to not more than 50 percent of the maximum allowable sign area permitted in the district.
45. *(Ord. No. 394, § 15.8, 7-14-2003; Ord. No. 402, 4-11-2005)*