

11-3-1

11-3-2

CHAPTER 3

PERMITS

SECTION:

- 11-3-1: Permit Required
- 11-3-2: Signs Exempt from Permits
- 11-3-3: Sign Erection Permit Application
- 11-3-4: Sign Erection Permit Fees
- 11-3-5: Examination and Approval of Application and Plans
- 11-3-6: Annual Sign Inspection
- 11-3-7: Annual Sign Inspection Fees

11-3-1: **PERMIT REQUIRED:** No person shall hereafter erect, construct, relocate, structurally alter any sign, billboard or other advertising device, within the Village without having first obtained a permit as provided in this Title. (Ord. 91-06, 8-28-91)

11-3-2: **SIGNS EXEMPT FROM PERMITS:** The following types of signs are exempt from the permit requirements but must conform with all other requirements of this Title:

- A. Real Estate signs, which are freestanding and unilluminated and which do not exceed twelve (12) square feet in surface area per face;
- B. Window signs, which are located on private property, with the consent of the owner and not exceeding twelve (12) square feet in total cumulative sign surface area;
- C. Instructional signs, which provide direction or instruction and are located entirely on the property to which they pertain and do not in any way advertise a business and do not exceed four (4) square feet in total sign surface area;

* See 11-3-2-F

11-3-2

11-3-3

- D. Public facilities signs, which identify restrooms, public telephones and walkways and do not exceed four (4) square feet in sign surface area;
- E. Directional signs, provide direction, such as parking lot entrance and exit signs, and those of a similar nature and do not exceed four (4) square feet in sign surface area; and
- X F. Political or noncommercial signs, which are regulated in each use district of this Title, which are located on private property, provided that said signs shall be removed no later than three (3) days after the election or activity to which the sign pertains or sixty (60) days after erection of the sign, whichever is sooner. (Ord. 91-06, 8-28-91)

11-3-3: **SIGN ERECTION PERMIT APPLICATION:** Application for a sign erection permit under this Title shall be made upon forms provided by the Building Department (see Appendix B, Section 11-9-2) and shall contain or have attached the following information:

- A. Name, address and telephone number of the owner of the premises and the person erecting the sign;
- B. Signature of owner or authorized agent;
- C. Location of the building, structure or property to which the sign or other advertising device is to be attached or erected;
- D. Description of sign including the general sign type, type of illumination, number of sign faces, and sign function;
- E. Cost or estimated contract value of the proposed work;
- F. Plot plan accurately showing the location of the proposed sign along with the location and square footage areas of all existing signs on the same premises;
- G. Scale drawings and specifications showing the materials, design, dimensions, structural supports, electrical components, and color chip samples for the proposed sign;
- H. Other required documents including the following:
 - 1. Design review approval report from the Village Board for all signs in the business, office and industrial use districts;

11-5-3-4

11-5-4-1

11-5-3-4: **NAME PLATE:** One single face unilluminated name plate identifying the owner or occupant of the building, provided the surface area does not exceed two (2) square feet and the sign is attached to the wall of the building within five feet (5') of the main door. (Ord. 91-06, 8-28-91)

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11-5-3-5: **POLITICAL OR NONCOMMERCIAL SIGNS:** Any number of sign, which shall not exceed six (6) square feet of cumulative total surface area per lot. (Ord. 91-06, 8-28-91)

11-5-3-6: **REAL ESTATE SIGN:** One single or double face unilluminated freestanding sign facing each street frontage of a lot, and meeting the following standards (see Figure 11-5-3-6:A, set out in Section 11-9-3):

- A. Surface Area: The surface area of such signs shall not exceed twelve (12) square feet per face;
- B. Height: Such signs shall not be higher than six feet (6'); and
- C. Removal: These signs shall be removed within three (3) days after the sale or lease of the property. (Ord. 91-06, 8-28-91)

11-5-4: **SPECIAL PERMIT SIGNS:** A special permit sign shall be any sign approved by the Board of Trustees upon granting of a special permit. Such signs shall be installed completely on private property and shall be subject to the restrictions imposed by the Board of Trustees. Special permit signs in residential use districts include the following: (Ord. 91-06, 8-28-91)

11-5-4-1: **DEVELOPER'S SIGN:** One unilluminated freestanding single or double faced sign facing only one street of a subdivision, and which shall also meet the residential use districts setback standards as well as the following requirements (see Figure 11-5-4-1:A, set out in Section 11-9-3):

- A. Surface Area: The surface area of such signs shall not be greater than thirty two (32) square feet per face;
- B. Height: Such signs shall not be higher than eight feet (8'); and