



SIGN PERMIT CHECKLIST

This checklist has been designed to assist applicants in knowing what information is required to be submitted with the permit application. Submit one (1) copy of the permit application and one (1) copy of the following required information electronically:

- _____ 1. Survey showing the following:
 - a. Property and building dimensions.
 - b. Location of building/bay(s) in relation to property boundaries and lineal frontage of applicant's building/bay(s).
 - c. Location of existing/freestanding sign with dimensions.

- _____ 2. Elevation details of sign including dimensions, materials, color, lettering and attachment method.

- _____ 3. Lighting (illumination) details for sign including existing and/or proposed electrical circuit, existing and/or proposed disconnect or switch.

- _____ 4. If a tenant, provide letter of approval from property owner and a copy of the lease.

- _____ 5. Copy of approved master sign plan, if the sign location is within a commercial or industrial development.

- _____ 6. Landscape plans showing foundation plantings surrounding residential entry signs and entrance wall signs, if applicable.

GENERAL INFORMATION

The following signs are prohibited and may not be erected under any circumstances:

Off-premise signs and billboards, pole-mounted signs, pole signs, roof signs, projecting signs, Signs which project above or beyond the roofline of the building to which the sign is attached, except where expressly permitted in Section 7.14(G), signs which are attached to or mounted on the roof or parapet of a building, signs with lights or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color, such and electronic message boards, inflatable signs, strings of light bulbs used on commercially developed parcels for commercial purposes, other than traditional holiday decorations, signs that involve the use of animals, (This shall not be construed to include religious displays), signs consisting of one or more banners, flags, pennants, ribbons, spinners, streamers, or balloons, unless otherwise allowed, signs that emit audible sound, odor, or visible matter such as smoke or steam, sandwich board and A-Frame signs, painted wall or roof signs, signs that resemble any official signage, or markers and that, by reasons of content, location, position, shape or color, may be reasonably confused with or construed as traffic-control devices, signs that obstruct the vision of pedestrians, cyclists, or motorists traveling on or entering public streets, searchlights used to advertise or promote a business or to attract customers to a property unless approved in connection with a special event permit, signs that are painted, pasted, or printed on any curbstone, flagstone, pavement, or any portion of any sidewalk or street, except house numbers, street names, and traffic-control signs, signs placed upon benches, bus shelters, or waste receptacles, any sign erected on or attached to private property, real or personal, without the express permission of the owner of such property, banners erected over

or across any public street or right-of-way, except as may otherwise be expressly permitted by the Village, signs of a portable or mobile nature, including signs mounted on top of or on the rear of a vehicle, and signs attached to or located within a trailer or other equipment towed by a vehicle, signs located within public rights-of-way, except as may otherwise be expressly permitted herein, neon signs, excluding neon signs utilized as part of a permitted window sign, snipe signs, signs which exhibit obscene material, residential signs, except those permitted herein, murals painted on a wall, side, or roof of a building, any other sign not specifically permitted by Article 7.14.

SPECIFIC REQUIREMENTS

1. Dimensions and location of signs are determined by the Zoning District in which the property is located, or through the site and development plan approval process.
2. Non-conforming signs or advertising structures shall not be expanded or relocated unless it is brought into conformance with existing code.
3. In determining the copy area of a sign, the entire face of the sign, including the advertising surface of any framing, trim or molding, shall be included.
4. The minimum clearance of a sign shall be based upon the lowest point of any sign and the established grade of the site.
5. No sign can be placed in a visibility triangle or erected or maintained at any location where, by reason of the position, illumination, shape or color it may interfere with, obstruct the view of, or be confused with traffic sign, signal or device.
6. In the instance where a sign is composed of letters only, with no structural connection between the letters, the copy area shall be determined by measuring the distance from the outside edges of the outside letters and from the top of the largest letter to the bottom of the lowest letter.
7. Double-faced signs with the same message on both sides or advertising the same business shall be considered as one (1) sign.
8. A sign shall not be placed on fences or walls in any residential zoning district except a development identification sign located at an entrance and placed on an entry wall or feature in that development.
9. Master sign plan approval is required for all commercial and industrial developments prior to the issuance of a building permit for the installation of a sign within the development.

Signature of Applicant

Date

Applicant Name Printed

Building Permit #