

## **Chapter 3 PERMITS**

### **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;
  
- 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

- 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;
2. Special permit from the Village Board for all signs that require special permits;
3. Approval report from any property owners' association or similar private body established by covenants or agreements approved by the Village Board; and
4. Other documents as may be required by the Building Commissioner.

I. Filing and plan review fee for the proposed sign. (Ord. 91-06, 8-28-91)

#### **11-3-4: SIGN ERECTION PERMIT FEES:**

Every applicant being granted an original permit hereunder shall pay the following permit fee for each sign structure:

A. Nonilluminated Signs: Twenty dollars (\$20.00) plus forty cents (\$0.40) per square foot of sign surface area of the proposed sign.

B. Illuminated Signs: Thirty five dollars (\$35.00) plus fifty cents (\$0.50) per square foot of sign surface area of the proposed sign.

C. Temporary Signs: Twenty five dollars (\$25.00) as defined by this Title.

D. Developer's Sign: Twenty dollars (\$20.00) plus forty cents (\$0.40) per square foot of sign surface area of the proposed sign. (Ord. 91-06, 8-28-91)

#### **11-3-5: EXAMINATION AND APPROVAL OF APPLICATION AND PLANS:**

It shall be the duty of the Building Commissioner, after examination of an application for a sign erection permit, to issue said permit if in the opinion of the Building Commissioner the application is in good form and complies with all requirements as set forth in this Title and other Village ordinances. If the work authorized under a sign

erection permit has not been completed within one year after the date of issuance, the said permit shall be null and void. (Ord. 91-06, 8-28-91)

### **11-3-6: ANNUAL SIGN INSPECTION:**

The Building Commissioner, or his agent, shall inspect annually, or more frequently as deemed necessary, all of the following signs in all use districts in the Village:

A. Signs above any walkway or which may endanger passers-by upon any walkway on which the public is invited or encouraged to pass; and

B. Freestanding signs wherever located within the village. (Ord. 91-06, 8-28-91)

### **11-3-7: ANNUAL SIGN INSPECTION FEES:**

No annual inspection fee, except for "temporary signs" as defined in this Title, shall be charged during the fiscal year in which the sign or other advertising device is erected. To meet the expenses of such annual inspection, the sign owner or permittee thereof shall pay the Village the following fees:

A. Temporary Signs: Ten dollars (\$10.00) per month for such signs erected for a period in excess of thirty (30) days or fraction thereof.

B. Nonilluminated Signs: Ten dollars (\$10.00) plus twenty cents (\$0.20) per square foot of sign surface area per year.

C. Illuminated Signs: Seventeen dollars fifty cents (\$17.50) plus twenty five cents (\$0.25) per square foot of sign surface area per year.

D. Developer's Sign: Ten dollars (\$10.00) plus twenty cents (\$0.20) per square foot of sign surface area per year. (Ord. 91-06, 8-28-91)