



OBTAINING A SIGN PERMIT
Reference Chapter 635, Article VII
Signs, Canopies, Awnings and Billboards

1). VERIFY ZONING DISTRICT

The zoning district will determine what signs are allowed/not allowed and what permits are needed. Please confirm the zoning district of your property with the Zoning Administrator prior to submitting an application.

2). SIZE OF SIGN

a). 40 sq. ft. or less - General Sign Permit Application

If the sign is less than or equal to 40 sq. ft. in area, a permit may be issued by the Building Inspector after review.

Submit application for sign permit directly to the building inspector.

b). Larger than 40 sq. ft. - Planning Commission Review Required

If the sign is larger than 40 sq. ft., Planning Commission and Village Board review is required. An application, fee and supplemental information are to be submitted to the Zoning Administrator/Village Clerk for initial review. If the sign is approved by the Village Board, the sign permit is issued by the Building Inspector.

Submit the following items to the Zoning Administrator/Village Clerk:

- Application and fee for Planning Commission review
- Application for sign permit
- Detailed plans for the sign

DEADLINE FOR SUBMISSION – 15th of every month

3). SPECIAL EXCEPTIONS

Special exceptions to the sign ordinances may be granted by the Village Board following recommendations from the Planning Commission. Recommended special exceptions **MUST** follow specific procedures including notifying neighboring property owners of the request. **NOTE: This process can take 2-3 months to complete.** A separate application for a special exception must be filed. Contact the Zoning Administrator/Village Clerk for more information.

4). MEETING DATES

- 1st Monday of the month - Planning Commission meeting, as needed.
- 2nd Wednesday of each month – Regular Village Board meeting

Signs NOT requiring a permit (Chap. 635-54)

1. Bulletin boards - not over 32 square feet in area
2. Government signs
3. Interior signs (not visible from public right-of-way)
4. Memorial signs or tablets
5. Occupant signs (limited to name of occupant and address; one per street front, no more than 3 feet square)
6. Governmental notices
7. Temporary construction safety signs
8. Traffic and service signs on private property
9. Signs required by law
10. Real estate signs (one per street frontage, not more than 7 sq. ft. in residential; not more than 32 sq. ft. in non-residential).
11. Signs in display windows (applies to only C-1; C-1-H; C-2)
12. On-premises symbols or insignia (religious symbols; historic agencies)
13. On-premises temporary and portable signs in residential districts (under 20 sq. ft.)
14. Civic event temporary signs – temporary off-premises signs not exceed 4 sq. ft. in residential; 32 sq. ft. in C-1, C-1-H, C-1 and I-1 pertaining to drives/events of civic, philanthropy, educational, religious, or nonprofit organizations – not posted 30 days prior to the event and removed 7 days after.
15. Political signs – one per premises per candidate or referenda; maximum of 16 sq. ft.
16. Rummage/garage sale signs – not to exceed 8 sq. ft in area; 72 hours per sale
17. Open/close signs – not exceed 10 sq. ft.
18. Third-party signs
19. Corrugated/cardboard/plastic signs – signs on a wire frame that push into the ground, limited to 3 per property in commercial and industrial zones; posted for 30 days; maximum of 4 sq. ft; **NOT** in public right-of-ways
20. Flags – maximum of 4 flags or pennant-shaped flags