

## SIGN PERMIT APPLICATION

**Permit Fee: \$50** (No permit fees are required for exempt signs, including signs used to publicize church events, school events, civic events, and similar events; sandwich board signs, temporary signs, window lettering or face changes. Restrictions, however do apply.)

All applications must be accompanied by proof of insurance for General Liability Coverage. For all signs that in any way touch Village property, applicant must also sign an indemnification agreement with the Village.

Date Fee Paid _____	Check no. _____
Proof of Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	Indemnification Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No

### GENERAL INFORMATION

Name and address of individual or company applying for permit: \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Address of property on which proposed sign is to be erected: _____	
Property tax number: _____	Current Zoning: _____

Name and address of property owner \_\_\_\_\_

Daytime phone number \_\_\_\_\_

### SPECIFIC SIGN INFORMATION *(continued on reverse)*

A site plan showing the entire lot and building dimensions and in particular the specific area where the proposed sign is to be located is required to be attached to this application.

Specify type of sign proposed:

Awning \_\_\_\_\_ Billboard \_\_\_\_\_ Canopy \_\_\_\_\_ Free standing / Pole \_\_\_\_\_ Identification \_\_\_\_\_

Inflatable Balloon \_\_\_\_\_ On-Premise Advertising \_\_\_\_\_ Portable \_\_\_\_\_ Projecting \_\_\_\_\_

**SPECIFIC SIGN INFORMATION** (continued)

Public/Quasi-public \_\_\_\_\_ Signboard \_\_\_\_\_ Special Event \_\_\_\_\_ Traffic Direction \_\_\_\_\_

Temporary On-premise Advertising \_\_\_\_\_ Wall \_\_\_\_\_ Window \_\_\_\_\_ Banner \_\_\_\_\_

Other, please describe \_\_\_\_\_

If a Temporary or Special Event Sign, describe the nature of the event: \_\_\_\_\_

If a Temporary or Special Event Sign, when is the first date it will be displayed? \_\_\_\_\_

Square footage of proposed sign: \_\_\_\_\_

Front lineal footage of business: \_\_\_\_\_

Will the sign be illuminated? \_\_\_\_\_

***Attach a site plan*** showing the entire lot and building dimensions and in particular the specific area where the proposed sign is to be located. The application shall also include detailed drawings of the proposed sign showing dimensions, lettering, materials to be used and means of support and lighting, if appropriate

By signing this application, applicant agrees to pay, in addition to the initial fee, any planning, zoning, engineering, and/or legal fees which may be associated with this application that may exceed \$50.00. I certify that I will follow all requirements of Article 19 of the Zoning Ordinance.

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application approved?       YES       NO

Additional comments: \_\_\_\_\_

Signature \_\_\_\_\_  
Village Clerk

Date \_\_\_\_\_

