

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, applicants must also sign an indemnification agreement with the Village.

Date Fee Paid _____	Check no. _____
Proof of Insurance ☐ Yes ☐ No	Indemnification Agreement ☐ Yes ☐ 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: _____	
Email address: _____	
Property tax number: _____	Current Zoning: _____

Name and address of property owner _____

Daytime phone number _____

SPECIFIC SIGN INFORMATION (continued 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-Premises Advertising _____ Portable _____ Projecting _____

SPECIFIC SIGN INFORMATION *(continued)*

Public/Quasi-public _____ Signboard _____ Special Event _____ Traffic Direction _____

Temporary On-premises 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 _____

Date _____

Village Manager