



APPLICATION FOR SIGN PERMIT

The following items must be collated at time of submittal:

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| 28 copies | Completed and signed <u>application</u> , including supporting information, which the applicant wishes to include. DO NOT INCLUDE DIRECTIONS. |
| 28 copies | Colored, to scale drawings and dimensioned showing actual colors (maximum three), sign face(s), exposed surfaces, and the proposed message and design accurately represented as to size and area. Drawings should also depict to scale the proposed sign and any existing signs on the building or premises along with dimensions of the building and all existing signage. In addition, any supporting information such as specifications showing method of construction, illumination, and support of such sign, and all proposed landscaping. |
| 28 copies | Ground Sign only - Legible <u>plat of survey</u> or <u>site plan</u> of the subject site with location of proposed ground sign. Must be folded to not exceed 8 1/2" x 11". |
| 1 copy | Proof of Ownership and if needed letter of authorization. |
| Fee | Payment of applicable fees. This does not include sign permit fee. |

General Information

Applicant must complete **all** sections of the application. Failure to complete any section of the application will result in the delay in the consideration of the application. If a section of this application is not applicable, please write "N/A" in the appropriate place.

Request for Sign Modifications

The Plan Commission has the authority under Section 11-607 of the Zoning Code to modify five specific aspects of a sign permit application. Those requesting such a modification must provide 28 copies of a statement of compliances in accordance with Section 11-607.

Process

Completed and collated application packets must be stapled and submitted at least **28 days prior** to the regularly scheduled Plan Commission meeting to the Plan Commission Secretary/Village Planner. The Plan Commission meets the second Wednesday of each month. Staff completes a written review of the proposed signage based on the sign regulations (Section 9-106) of the Zoning Code.

The sign permit and all associated materials are forwarded to the **Plan Commission** for review. A representative familiar with the application must be present at the Commission meeting. The Commission can approve, deny or request additional information. The Plan Commission consists of nine (9) appointed members by the Village President and confirmed by the Board of Trustees.

The Plan Commission Secretary/Village Planner forwards the approved Sign Application to the Building Department for issuance of the sign permit. The Building Department contacts the applicant with the cost of the sign permit. **SIGNAGE CANNOT BE INSTALLED UNTIL PERMIT IS ISSUED BY THE BUILDING DEPARTMENT.**

