

## **SIGN PERMIT REQUIRED, APPLICATION & FEE**

- (a) All commercial and home occupation and real estate tour signs displayed in the village require a sign permit.
- (b) The sign permit application shall contain the following
- Signature of applicant
  - Name and address of the sign owner and sign erector
  - Drawings showing the location of the sign on the property, building facade, wall or other location.
  - Drawings showing area dimension of the sign, height of the sign, and basic design of the sign.
  - Drawings showing location of all other existing or proposed signs displayed on the property.
  - The permittee shall be made to show a village business license and proof that he has the permission of the property owner before a sign permit is issued.
- (c) The **fee to be charged for a sign permit shall be \$2.00 per square foot of sign area** for commercial and home occupation signs.

*Sign area is determined by including all parts, words, illustrations, etc., in the measurements of a sign; the sign is to be considered one entity for the purpose of sign area determination, and separate measurements of detached letters, words, parts, illustrations, etc., is not allowed.*

A list of the following may be obtained from the Planning & Zoning department:

- Prohibited signs
- Prohibited locations of signs
- Illumination restrictions
- Size Restrictions
- Height limitations