



# TEMPORARY SIGN NOTICE & PERMIT

Request Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

\_\_\_\_\_

Contact E-mail: \_\_\_\_\_

**SIGN PERMIT:** Although a permit fee is not required for the following signs, the business or organization shall notify and submit specifications of the sign to the Building and Zoning Department for approval **not less than 1-week prior to installing the sign**. Signs are **NOT** permitted in the Village Right Of Way (ROW). **Refer to Village Code, Chapter 152: Sign Regulations, for complete details.**

**EXEMPT SIGNS:** *No permit or notice shall be required for the following signs; provided, however, the signs shall meet the requirements of the sign ordinance and regulations concerning construction, location, and maintenance and may not be placed on public property or utility poles: Real Estate, Nameplates, Bulletin Board, Cornerstones, Government and Utility, Political, Help Wanted, Signs on Windows and Doors of Commercial Buildings, Non-profit and Government Flags and Emblems.*

**NOTE: A Banner Sign is permitted if it conforms to the regulations of an exempt category or one of the following three notice required categories:**

**GRAND OPENINGS.** Banners, flags, pennants, or bunting shall be permitted to announce the opening of a new business or industry. No size restriction.  
▶ A period not to exceed 15 days. ▶ Install Date: \_\_\_\_\_ ▶ Remove Date: \_\_\_\_\_

**PORTABLE SIGNS.** Portable signs, including sandwich board signs, may be used as temporary signs for civic, patriotic, or religious purposes, or businesses celebrating grand openings or sales. Portable signs may not exceed **8 SF** per face or exceed 4 feet in height in the CR, CB, and Residential Zoning Districts, and is limited to **32 SF** in GB, OR, and LI Districts. Portable signs may be illuminated however flashing or moving lights are not permitted. Sandwich board signs may not be illuminated or flashing. **Portable signs used by a business may only be displayed during normal working hours.** The base of the portable sign used by a business must be in contact with the building. Sandwich board signs may not interfere with normal pedestrian traffic. There is no time limit on these signs

**SPECIAL EVENT SIGN.** Each business within the Central Business (CB) or General Business (GB) Zone may periodically install a sign of this variety on the building or on the zoning parcel. Special events and activities sponsored by civil, patriotic, or religious organizations may be placed on off-premise private property with the consent of the property owner.

There shall be a maximum of (1) such sign for each business establishment. (2) identical signs are permitted on corner lots or second frontages. The sign shall not exceed **32 SF** and may incorporate lighting and movement. Sign design, text, number of signs, size, and locations must be submitted.

▶ Event Name: \_\_\_\_\_ ▶ Event Date(s): \_\_\_\_\_

▶ Installed no earlier than 3 weeks prior and no later than 5 days after event. ▶ Install Date: \_\_\_\_\_ ▶ Remove Date: \_\_\_\_\_

▶ Size of sign(s) with Location(s): \_\_\_\_\_

▶ Design and Text of sign: \_\_\_\_\_

Application Reviewed and  Approved or  Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, why? \_\_\_\_\_

## VILLAGE CODE CHAPTER §152.05 EXEMPT SIGNS.

No permit or fee shall be required for the following signs; provided, however, the signs shall meet the requirements of these regulations concerning construction, location, and maintenance. The following exempt signs are limited to 8 square feet unless otherwise noted.

- (A) **Residential real estate.** Real estate signs not exceeding 8 square feet in area for single-family homes and multiple living unit structures less than 6 units and not exceeding 32 square feet in area for multiple-living structures of 6 units or greater which specifically advertise the sale, rental, lease, or management of the premises upon which the signs are located. The signs are to be placed on the premises only, not closer than 5 feet to any other zoning lot. Signs on commercial and industrial property shall not exceed 32 square feet. For any dwelling offered for sale by any person, not more than 2 open house signs not exceeding 8 square feet in area, which directs traffic to real estate being advertised for sale, rental or lease, or management, along with direction signs of 1 square foot shall be allowed but only on private property with permission of the property owner; such signs shall only be allowed to be displayed on the day of the open house and must be removed immediately thereafter.
- (B) **Commercial real estate.** Real estate signs on commercial and industrial property shall not exceed 32 square feet, and shall only be permitted on the property being advertised for lease or for sale.
  - (1) *Commercial real estate.* As an alternative to division (B) above, parcels located along Route 12 or parcels zoned General Business or Light Industrial shall be permitted 1 real estate sign equivalent in surface area to a permitted freestanding sign as set forth in § 152.10 provided a permit is applied for and a sign permit fee is paid.
- (C) **Nameplates.** Nameplate signs denoting only the name and profession of an occupant in a commercial building, home, or public institutional building and not exceeding 2 square feet in area may be displayed.
- (D) **Bulletin boards.** Bulletin boards not over 16 square feet in area for public, charitable, or religious institutions when located on the premises of the institutions. There shall be not more than 1 sign per zoning lot; except that on a corner lot, 2 bulletin boards, 1 facing each street, shall be permitted.
- (E) **Cornerstones, plaques or tablets.** Cornerstones, plaques tablets denoting names of buildings and date of erection, names of buildings, or dates cut into any masonry surface.
- (F) **Government and utility.** Traffic and other signs erected by the village, legal notices, danger, and such emergency or nonadvertising signs as may be approved by the village for safety.
- (G) **Holidays.** Decorations displayed in connection with civic, patriotic, or religious holidays.
- (H) **Nonprofit organizations.** Flags, emblems, and insignia of political, civic, philanthropic, religious, or educational organizations displayed for noncommercial purposes.
- (I) **Government mandated.** Flags, emblems, notices, and signs of an official court, public office, or governmental unit displayed for noncommercial purposes.
- (J) **Residential nameplates.** Residential street and/or house nameplate signs not exceeding 1½ square feet in area, when on a corner zoning lot, 2 such nameplates for each dwelling unit, 1 facing each street, shall be permitted.
- (K) **Signs on windows and doors of commercial and/or industrial building.** Reasonable application upon the glass surface of a door or window of lettering or decals giving name, type of business, the address, hours of operation, entrance or exit information, professional or security affiliations or memberships, credit cards which are accepted, or other similar information, nor shall the surface area of such lettering or decals be included in the overall computation of allowable window signs.
- (L) **Sales; product promotion.** Nonpermanent signs placed in window and/or doors advertising sales and product promotions must not cover more than 50% of glass area.
- (M) **Help wanted signs.** A single temporary sign of 5 square feet or less in the window of an establishment offering employment on the premises.
- (N) **No trespassing, dumping, or hunting signs.** A maximum of 2 no trespassing, no dumping, or no hunting signs per side of lot, each not to exceed 2 square feet in area.
- (O) **Flags, pennants and fringe type streamers.** The use of flags, pennants and fringe type streamers may only be used on new and used car retail sales areas as long as the following conditions are met:
  - (1) All flags, pennants and fringe type streamers must be kept in good condition at all times.
  - (2) All flags, pennants and fringe type streamers must not encroach on any public right-of-way.
  - (3) All flags, pennants and fringe type streamers may not be placed in any position that will obstruct or impair vision of traffic.
  - (4) All flags, pennants and fringe type streamers must not, in any way or manner, create a hazard or disturbance to the health and welfare of the public.
- (P) **Political signs.** Political signs for political candidates and referendums within the residential areas including R1, R2, R3, R4, R5 and RSH Residential Zoning Districts and within Commercial Recreation and Central Business areas including the CB and CR Zoning Districts are limited to a maximum sign size of 8 Square feet.
  - (1) Political signs for political candidates and referendums within the GB, LI or OR District are limited to a maximum sign size of 32 square feet and such political sign shall be located on private property and not within or upon any public property including, but not limited to, any public road right-of-way or on any public utility property. Subject to the other regulations contained in this chapter, no sign, political or otherwise, shall be located on private property without the consent of the lawful occupant or manager of the property who has authority to grant such permission on behalf of the owner of the property.