



TEMPORARY SIGN PERMIT APPLICATION

See instructions and submittal checklist on p. 2

Permit # _____

<i>Business Name</i>			
<i>Address</i>			
<i>Event (if applicable)</i>			
<i>Contact Name</i>			
<i>Email</i>		<i>Phone</i>	

Sign Information (provide details for each temporary sign proposed; must provide location plan)

<i>Sign Type</i>	<i>Display dates*</i>	<i>Width (ex: 10.25')</i>	<i>Height (ex: 1.8')</i>	<i>Area (ex: 18.45 sq ft)</i>
<i>Text to display:</i>				

* If same sign will be displayed more than once, please use a second line to provide dates

Applicant Certification: I hereby certify that the owner of record authorizes the proposed temporary signage, and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and review checklist (see instructions, p. 2). All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Applicant Signature Date

Print Name

VILLAGE APPROVAL BY	Date
Permit Fee Submitted (\$25 for most types)	\$
Permit stipulations:	

TEMPORARY SIGN PERMIT APPLICATION INSTRUCTIONS & REVIEW CHECKLIST

1. Review Chapter 19, Signs (Section 19-4), of the Village Code for information regarding permitted sign types, installation locations, display period limits, and dimensions.
2. Submit one application for all temporary signs to be installed.
3. Temporary signs requiring a permit:
 - Construction sign (identifying architect, contractor, etc.). No advertising permitted. Maximum of 32 sq ft per side. Must be located on site.
 - Developer’s Signs (identifying intended use of the property under development, advertising the development for sale/lease, or directing attention to the location). Maximum of 50 sq ft per face, not to exceed 8 ft in height above centerline of abutting street (up to 3 ft of support may be excluded from area calculation). One sign permitted up to 10 acres; two signs if greater than 10 acres. Setback of 10 ft from all lot lines required. Maximum display of 3 years
 - LED window signs. Maximum 25 sq ft per sign; no more than 20% of first floor window/door area, maximum 50 sq ft total (2 signs maximum) Must be relatively static (message may not change more than once per 30 minutes)
 - Special Event Signage (Banners, Flags, Pennants, Etc.).
 - Event signage may not be displayed more than 14 days prior to, or 7 days after, the event.
 - Event signage (grand opening, seasonal sale) limited to 30 days per year.
 - Banners shall be limited to 50 sq ft and must be mounted to the building or within 3 ft of the building.
 - **Note:** Sign types typically prohibited per Section 19-7 (banners, posters, flags, balloons, etc.) must be explicitly permitted on the sign permit. The display duration for these signs may be restricted to a single day (i.e., grand opening). See Permit Stipulations listed on p. 1.
4. Temporary signs exempt from permit requirements (**subject to regulations listed in 19-4**):
 - Garage sale signs, real estate signs, political / public issue signs, window signage (other than LED electronic message centers), seasonal decorations.

SUBMITTAL CHECKLIST (FOR OFFICE USE ONLY):

Temporary Sign Permit Application Checklist	
<input type="checkbox"/> Application form complete/signed	<input type="checkbox"/> Owner Authorization
<input type="checkbox"/> Sign type requires a permit	<input type="checkbox"/> Style is permitted
<input type="checkbox"/> Display dates identified	<input type="checkbox"/> Location Plan (aerial photo, site plan, etc.)
<input type="checkbox"/> Fee paid	<input type="checkbox"/> Drawing / sample photo provided (for all signs)
Business Name :	Address:
Received By:	Date:
Fees: \$	Check #: