

Sign Permit Additional Information

A sign permit shall be obtained and a sign permit fee paid whenever:

- A sign is erected where no sign existed before;
- A business changes signs after a change in business ownership;
- The size, shape, location, lighting, colors, or text of a sign is changed, whether for an existing business or a new business;
- The sign is altered from the conditions specified in the original permit issued for the sign by the Village;
- A permit is required by law.

Required Materials

- The type of sign or sign structure to be permitted, as defined in this ordinance.
- A site plan showing the proposed location of the sign along with the types, locations, and square footage areas of all existing signs on the same premises.
- Specifications and scale drawings showing the materials, design, dimensions, structural supports, electrical components, and other pertinent design features and components of the proposed sign.
- An approved Certificate of Appropriateness from the Historic Preservation Board for properties located within a designated Historic District.
- Any other information the Director determines to be necessary for proper review of the sign permit application.

Violations, Penalties, and Appeals

- If any sign is erected or maintained in violation of any of the provisions of this chapter, the Director shall provide written notice to the owner of such violation. This notice shall include a brief statement of the particulars in which this chapter is violated, the manner in which such violation is to be remedied, and a specified time in which remediation is to be made. If a sign has been registered with the Director, notice to the registered owner or to the person or firm receiving the permit shall be sufficient. If a sign has not been registered and the owner is not known, at least (1) publication of such notice in a local newspaper of general circulation shall constitute official notification of the violation.
- Upon failure to comply with an order of the Director within the time specified in the written notice and at the request of the Director, the Law Director of the Village shall file an enforcement action against responsible parties in an appropriate court of law seeking penalties in accordance with Village ordinances.
- Appeals from the ruling of the Director shall be made to the Board of Appeals in accordance with Village ordinances.