



### Sign Regulations

All signs shall comply with [Section 6-307 Signs](#) of the Land Development Code.

### Application Submittal Checklist

#### All Sign Permit Applications

- ☐ Completed sign permit application
- ☐ Completed sign information page for each sign
- ☐ Fully dimensioned sign plan, in color
- ☐ Rendering of the proposed sign
- ☐ Site plan, plat of survey, or aerial image with the proposed sign location clearly indicated
- ☐ Written consent from the property owner

#### Additional Ground Sign Requirements

- ☐ Plat of Survey showing property lines and easements
- ☐ Dimensioned Site Plan locating the sign
- ☐ Stamped structural drawing
- ☐ Landscape Plan

### Signage Landscape Requirements

The following requirements are excerpted from Section 6-305 Landscape and Tree Preservation.

#### Section 6-305.D.7 Signage Landscape

- A minimum 5' wide, on average, landscape planting bed shall be installed around the entire base of all new permanent ground signs, or existing ground signs where the external structure is modified, as determined by the Development Services Department.
- A minimum of 50% of the area of the landscape bed around a ground sign shall be occupied by vegetation. Vegetation should have year-round interest and should include shrubs, ornamental grasses, and perennials; turf grass is not permitted. Plantings should be large enough to cover or soften the base of the sign without blocking the sign copy. All planting beds shall be mulched with 3" of organic mulch.
- A landscape plan for ground signs, which will be reviewed administratively, shall be submitted with the associated sign permit. Such plans shall only be required to comply with landscape plan requirements listed in Section 6-305.E.2.a through Section 6-305.E.2.f, or as determined by the Development Services Department.
- All landscaping shall conform to requirements listed in Section 6-104.E Clear Sight Triangles at Street Intersections and Section 6-307 Signs.

#### Section 605.E.2 Landscape Plan Requirements

##### Drawing Elements

Provide accurate representation with dimensions and labels for the following features (existing and proposed):

- Project name and address
- Contact information of company or individual preparing the drawing
- Original date of preparation and all revision dates
- Scale, north arrow, and legend
- Sheet number and drawing titles
- Sign footprint and landscape bed extents
- All plant materials
- Construction and planting details
- Planting time restrictions and/or limitations

##### Tabulations

Provide a data box on the landscape plan sheet including:

- Total landscaped area (sf)
- Number of required, current, and proposed landscape islands
- Quantity of required plants and provided plants (existing and new) grouped by landscape zone
- Existing and proposed plant material including botanical name, common name, caliper/height, and pot size



Date Received: \_\_\_\_\_

Permit ID: \_\_\_\_\_

## Applicant Information

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

Email: \_\_\_\_\_

Company: \_\_\_\_\_

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

## Contractor Information

Sign Contractor: \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

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

Email: \_\_\_\_\_

License #: \_\_\_\_\_

License City: \_\_\_\_\_

## Property Information

Business/Property  
Name: \_\_\_\_\_

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

Business Owner: \_\_\_\_\_

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

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Email: \_\_\_\_\_

Management Co: \_\_\_\_\_

☐ Residential    ☐ Non-Residential    ☐ Vacant

I hereby affirm that I have full legal capacity to authorize the filing of this permit application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I agree that all signage shall comply with all applicable Village regulations (including Section 6-307 of the Land Development Code) and shall be installed in accordance with approved plans.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

For office use only:

Sign CL: \_\_\_\_\_

COI Exp: \_\_\_\_\_

Electrical CL: \_\_\_\_\_

License Exp: \_\_\_\_\_

COI Exp: \_\_\_\_\_

Approved by:

☐ Planning \_\_\_\_\_

☐ Electrical \_\_\_\_\_

☐ Structural \_\_\_\_\_

☐ Application Complete

☐ Verified Occupancy

Total Fee: \_\_\_\_\_



Date Received: \_\_\_\_\_ Permit ID: \_\_\_\_\_

Complete this page for each sign within a sign permit application.

Review [Section 6-307 of the Land Development Code](#) prior to submitting your application.

Sign # \_\_\_\_\_ of \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

Tenant Frontage: \_\_\_\_\_ ft Gross Floor Area: \_\_\_\_\_ sf

### Design:

Text: \_\_\_\_\_

Material: \_\_\_\_\_

Location: ☐ Wall Facing: \_\_\_\_\_  
☐ Ground Facing: \_\_\_\_\_  
☐ Other \_\_\_\_\_

Length: \_\_\_\_\_ ft Width: \_\_\_\_\_ ft

Sign Face Area: \_\_\_\_\_ sf

### Illumination:

- ☐ None  
☐ External  
☐ Internal  
☐ Using existing wiring.  
☐ Not using existing wiring.  
Full scope of work is:

### For Ground Signs Only

Total Height from Ground: \_\_\_\_\_ ft

Landscape Bed

Length: \_\_\_\_\_ ft Width: \_\_\_\_\_ ft

*Do not mark below this line. For office use only.*

Zoning District: \_\_\_\_\_ Sign District: \_\_\_\_\_ Sign Type: \_\_\_\_\_

Change to Non-Conforming Sign? ☐ No ☐ Yes: \_\_\_\_\_

Bonus? ☐ None ☐ Wall: Sign Face Area ☐ Wall: Quantity ☐ Ground: Height

Bonus Notes: \_\_\_\_\_

General Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Perimeter: \_\_\_\_\_ ft Fee: \_\_\_\_\_