

Village of Spring Grove Signs

What is required to obtain a sign permit?

- A completed permit application is required for all permanent and temporary signs

Fees and Time Limits

| <u>Temporary Signs</u> | <u>Fee</u> | <u>Size</u> | <u>Time Limit</u> |
|--|------------|-------------|---------------------------------|
| ♦ Pre-Construction - New Business (Coming Soon, Future Site of) | \$50 | 32 sq ft. | 1 year |
| ♦ Construction - Residential | \$50 | 16 sq ft. | 14 days following occupancy |
| ♦ Construction - Bus/Industrial | \$50 | 32 sq ft. | 14 days following occupancy |
| ♦ Real Estate Development | \$50 | 32 sq ft. | 1 year |
| ♦ Open for Business | \$0 | | 15 days |
| ♦ Temporary Identification (inc. Coming Soon for existing buildings) | \$0 | | 60 days or until permanent sign |
| ♦ Extraordinary Signs (banners, balloons, posters, other) | \$25 | | 4x a year – 7 days each |
| ♦ Event Signs (fundraising for civic, educational, religious organizations) | \$0 | | 14 days prior & 48 hours after |

In addition to the permit fee required for each temporary sign, a deposit of \$50 shall be made prior to the issuance of a permit to guarantee that the sign shall be constructed and installed as noted on the permit and that the sign shall be removed within the specified time.

| <u>Permanent Signs</u> | <u>Fee</u> |
|---------------------------|------------|
| Ground, Wall or Window | \$100 |
| Canopy, Awning or Marquee | \$100 |

Applicant must schedule a date to appear before the Architectural Review Commission. The following required submittals must be presented to the Village two weeks prior to the appearance date. Twenty packets containing all the required submittals must be prepared. Applicants must also appear before the Village Board after the ARC review. The permit fee will be collected when the applicant receives approval from the Architectural Review Commission, Village Board and Zoning Officer. Changeable Copy, Electronic Message Center, and Time & Temperature signs are allowed by Variance only. See Chapter 12 of the Municipal Code Book for complete regulations.

- A \$200 non-refundable fee.
- A completed sign application form.
- Plat of Survey
- Rendering of the sign showing dimensions, color, lettering and details of all building materials on all sides. One color rendering and nineteen black and white copies must be included in submittal.
- Site Plan, drafted by a professional engineer, architect or draftsman, dimensional and drawn to scale to include:
 1. Sign placement related to the property lines and parking facilities.
 2. Lighting plan, if applicable.
 3. Landscaping plan indicating sizes, varieties and quantities of plant material surrounding the sign.

Temporary Off-Premise Signs

Applicant is required to appear before the Village Board for approval. The following required submittals must be presented to the Village Clerk two weeks prior to the appearance date. Twelve packets containing all the required submittals must be prepared.

- A completed temporary off-premise sign application form.
- Map showing where the sign will be located on each property requested.
- Rendering of the sign showing dimensions, color, lettering and details of all building materials on all sides. At least one color rendering must be included in submittal.

No Permit is Required for these signs:

Although no permit is required for these signs, there are still regulations to follow for size, location and time limit.

| | <u>Size</u> | <u>Location</u> | <u>Time Limit</u> |
|---|--------------------|------------------------|---|
| Temporary Window | 25% of window | window | none |
| Temporary Real Estate – Residential | 6 sq ft. | on-premise | 7 days following sale or lease |
| Temp. Real Estate – Business/Industrial | 16 sq ft. | on-premise | 7 days following sale or lease |
| Real Estate Open House | | | see sign control ordinance |
| Political Campaign | | | see sign control ordinance |
| Garage Sale | 6 sq ft. | on-premise | 12 hours prior to sale, removed immediately following |

Prohibited Signs and Practices:

- ◆ Permanent off-premise signs
- ◆ Pole signs
- ◆ Signs which revolve, rotate, move or give the appearance of movement
- ◆ Flashing signs
- ◆ Portable or moveable signs
- ◆ Attention-getting devices including, but not limited to, search lights, propellers, spinners, streamers, inflatables or pennants
- ◆ Signs which are attached to any tree, fence, fire escape, bush or utility pole or located within a public right-of-way, except as provided in the *Extraordinary Promotion Sign, Temporary Identification Sign, Public Utility Directional Sign, and Permanent Directory Sign* Sections
- ◆ Signs painted directly on a building
- ◆ Roof signs
- ◆ Lettering or other elements of a sign message which extend beyond the exterior perimeter of the surface to which it is attached
- ◆ Signs which purport to be, are an imitation of, or otherwise resemble an official traffic sign or signal, or which bear the words "Stop", "Slow Down", "Caution", "Warning" or similar words and are displayed in the color or manner normally associated with traffic control signs

Disposition of Signs

Any sign in violation of any provisions of the Sign Control Ordinance within the public right-of-way at any time will be removed by the Village and placed in temporary storage. Confiscated signs will be released upon payment of a storage fee of \$10 per sign. Signs in storage beyond 5 working days may be discarded.