

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 (Grand Opening)	\$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

See Chapter 12 of the code book for other types of temporary signs. 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.

Permanent Signs Permit Fee

Ground, Wall or Window	\$100
Canopy, Awning or Marquee	\$100

All permanent signs require an application to be submitted for review by the Architectural Review Commission (ARC) Chairperson and the Building and Zoning Officer for consideration for approval. If the sign complies with the requirements of the Sign Ordinance, a permit can be issued. If the sign plan does not comply with the requirements of Sign Ordinance then the application must be reviewed by the full Architectural Review Commission, in which case a meeting date would be set. ARC recommends approval or denial to the Village Board which then considers the decision of ARC and either approves or denies the application in its sole discretion. The determination of the Village Board shall be final. To set up an ARC meeting, see the Permanent Sign Permit Application. A \$200 application fee is required.

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.