

PERMIT #



MINOR SIGN EXCEPTION PERMIT APPLICATION

Name of Business _____
(for which the permit is requested):

Address of Business: _____
(for which the permit is requested):

Business Owner's Name (print): _____

Business Owner's Phone _____ Fax: _____

E-mail: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____ Fax: _____

E-mail: _____

Sign Contractor (if applicable): _____

Sign Contractor Address: _____

Sign Contractor Phone: _____ Fax: _____

E-mail: _____

Applicant name: _____

Applicant Affiliation (i.e., property owner, business owner, sign contractor): _____

Applicant Information if not provided above (name, address, phone, fax, e-mail): _____

Office Use Only

Application taken in by:

- Molly Booth _____
- Ryan Mentkowski _____
- Tracy Velkover _____
- David Ziegler _____

Date Received:

Minor Exception Process:

1. Schedule a meeting the Planning & Zoning Staff to discuss your request and the process (pre-application meeting).
2. After the pre-application meeting, schedule a meeting to submit the completed application. This will be an informal meeting (5 minutes) at the front counter of the Community Development Department, where staff will verify application has been properly completed and required materials have been provided.
3. Planning and Zoning Board Meeting (PZB): Upon submittal of the required fee and the completed application/materials, the Minor Exception request will be placed on an agenda of a regularly scheduled PZB meeting. The PZB meets the first (1st) and third (3rd) Wednesdays of the month. At the meeting, please be prepared to make a short presentation on your request.

Provide 15 copies of the following:

1. Detailed explanation of the minor exception requested.
2. Reason for requesting the minor exception; include rationale for why the minor exception is necessary.
3. Detailed sign drawings (size, location (site plan if it is a ground mounted sign), materials, illumination, etc.)
4. Explanation of how the minor exception is consistent with the following stated purpose of the sign ordinance.

Purpose: The sign regulations are intended to balance the public interest—in promoting a safe, well-maintained, and attractive village—with the interests of businesses, organizations, and individuals in ensuring the ability to identify and advertise products, services, and ideas. The regulations have the following specific objectives:

- To ensure that signs are designed, constructed, installed and maintained in a way that protects life, health, property, and the public welfare;
- To allow signs as a means of communication, while at the same time avoiding nuisances to nearby properties;
- To support the desired character of the village and promote an attractive visual environment;
- To allow for adequate and effective signs, while preventing signs from dominating the appearance of the area; and
- To ensure that the constitutionally guaranteed right of free speech is protected.

Applicant & Property Owner Signature Required

The owner and applicant, having read the application for the Minor Sign Exception and having checked the submittals fully understands the intent thereof, declares that the statements made and the drawings shown are true to the best of his/her belief.

The application **MUST** be signed by the Owner of the Property and the applicant indicated in this permit.

Do not sign unless you have read and checked this application and everything is complete.

Applicant Signature: _____ **Date:** _____

Print Name: _____

Property Owner Signature: _____ **Date:** _____

Print Name: _____

