



Village of Richmond
Application for Sign Permit and Variation, if needed

Name of Applicant: _____ Phone# _____

Name of Land Owner: _____

Business name: _____

Location address: _____ Zoning: _____

Description of business: _____

Name of person or company erecting the sign: _____

Contact information of the Applicant: _____

Requested variation(s) from sign ordinance, if any: _____

Describe hardship requiring a Variation from the ordinances: _____

Type of Sign: ___ Wall ___ Ground ___ Projecting ___ Canopy ___ Window

Will the sign be illuminated: _____ (if yes, electrical permit is required)

Is the sign temporary _____ or permanent _____

Meets Village ordinances/UDO Criteria: Yes ___ No ___ Ordinance reference: _____

No sign may be erected prior to approval by the Village Board of Trustees.

Please include a scale photograph or diagram illustrating the following information:

1. Wall sign: The setback of the building; the signable area; the exact location and outer dimensions of the sign; the proposed height to the top of the sign; and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.
2. Ground Sign: The setback of the building; the location of the sign on the property, including front and side yard setbacks and the distance from the sign to the building; the height of the sign; the property frontage; the zoning district; and the distance from the sign to adjacent ground signs shall be illustrated.
3. Projecting Sign: The proposed location of the sign on the building, including the distance that the sign is pinned away from the building, the distance from the face of the building wall to the outer-

most point on the sign and the distance between the sidewalk grade and the top and bottom of the sign, and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.

4. Canopy or Awning sign: The complete dimensions of the canopy or awning to which the sign is to be attached; the location and outer dimensions of the sign or lettering; and the distance from sidewalk grade to the top and bottom of the sign shall be illustrated.
5. Window Sign: The dimensions of the window or glass surface on which the sign is to be applied; the location and outer dimensions of the sign; location of any other window signs on the face of the building on which the sign is to be attached shall be illustrated.
6. Illuminated Sign: Two (2) copies of the plans and specifications showing the method of construction and the types of materials to be used and the method of illumination and support.

Colored sketch, drawn to scale, which accurately represents all features of the sign including, but not limited to, size, message, letter style, border, surface texture and all exposed structural elements.

One (1) color sample for each color which is proposed to be used on the sign, if required approval by Community Development Committee. The color sample shall consist of either the manufacturer's color chart, or in cases of custom colors, an actual sample of the paint to be used, applied to an appropriate material.

Five (5) copies of this application and color supporting information shall be submitted to the Village Hall for the Community Development Committee ("CDC") one (1) week prior to its regularly scheduled meeting. Call the Village Hall at (815)678-4040 for meeting dates.

-----FOR OFFICE USE ONLY-----

Date received: _____ Date of CDC Meeting: _____

Reviewed by CDC: Yes ___ No ___ Variance Needed: Yes ___ No ___ Date: _____

Approval by Village Board: Yes ___ No ___ Date: _____

Notes: _____

Permit No. Issued: _____

Date Issued: _____

Amount Owed: \$ _____