

**VILLAGE OF RICHMOND  
APPLICATION FOR SIGN PERMIT**

Name of applicant: \_\_\_\_\_ Phone# \_\_\_\_\_

Business name: \_\_\_\_\_

Location Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Brief description of business \_\_\_\_\_  
\_\_\_\_\_

Name of person or company erecting the sign: \_\_\_\_\_

Name, address and telephone number of the individual who will be representing the owner at the Architectural Commission meeting:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Type of Sign: \_\_\_ Wall \_\_\_ Ground \_\_\_ Projecting \_\_\_ Canopy \_\_\_ Window

Will the sign be illuminated: \_\_\_\_\_ (if yes, electrical permit is also required)

Is the sign temporary \_\_\_\_\_ or permanent \_\_\_\_\_

Please include the following with this application:

Photograph or diagram illustrating the following information, depending upon the sign type:

1. For a 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. For a 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. For a 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. For a 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. For a window, 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. For illuminated signs, two (2) copies of the plans and specifications showing the method of construction and the types of materials to be used as well as the method of illumination and support.

A photograph or diagram, drawn to scale, illustrating the exact location of all existing and proposed signage on the property.

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 Architectural 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.**

**Six (6) machine produced black and white copies of this information shall be submitted to the Village Hall for the Architectural Committee one week prior to their regularly scheduled meeting. Call the Village Hall at (815)678-4040 for dates of upcoming meetings.**

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

Date received: \_\_\_\_\_ Date of Architectural Committee Meeting: \_\_\_\_\_

Approved By Architectural Committee: YES  NO  Variance Needed: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed/Approved By Village Board: Yes  No  Variance Needed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Permit # Issued: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

By: \_\_\_\_\_

All signs erected in the Village of Richmond require approval by the Architectural Committee and issuance of a sign permit (unless otherwise noted in Unified Development Ordinance, Article 6.8 *Signs*,). All applications must be received at least 10 days prior to the Community Development meeting. The following are prohibited signs and practices:

- A. Off premises signs, except as provided in 6.8.6
- B. Signs which revolve, rotate, move or give the appearance of movement
- C. Signs which are attached to any tree, fence, fire escape, bush or utility pole or located within a public right-of-way
- D. Signs painted on a building
- E. Electronic message center signs
- F. Flashing signs
- G. Portable of movable signs, except as provided in 6.8.6
- H. Changeable copy signs in the Historical District, except by variation. Permanent attention getting devices including but not limited to search lights, propellers, spinners, streamers or pennants, balloons or flags
- J. Lettering of a sign message which is extended beyond the exterior border of the sign area
- K. 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
- L. Vehicle and trailer signs when a vehicle is parked on public or private property for the purpose of displaying a sign offering items for sale or advertising a business
- M. Roof signs
- N. Vending machine signs in the Historical District
- O. Any sign in the Historical District or an adjoining district not compatible with the historic nature of the area
- P. Signs offering vehicles, boats, or merchandise for sale on residential property.