



# Sign Exception Application

Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

Fee \$125

*Sign exceptions must be approved by the Plan Commissions and the Village Board. The Plan Commissions meets the fourth Monday of every month at 6pm. The Village Board meets the first and third Tuesday of every month at 6:30pm.*

All fields must be completed before permit will be processed.

Project Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Petitioner Name (if different from Property Owner): \_\_\_\_\_

Petitioner's Email: \_\_\_\_\_

Petitioner's Phone Number: \_\_\_\_\_

Sign exceptions shall be granted only if the Plan Commission and Village Board determine all of the below conditions apply:

- The particular physical surroundings, shape or topographical conditions of the specific property involved would result in a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.
- The conditions upon which the application for an exception is based would not be applicable generally to other property within the same zoning classification.
- The purpose of the exception is not based exclusively upon a desire for economic or other material gain by the applicant or owner.
- The alleged difficulty or hardship is caused by this article and has not been created by any person presently having an interest in the property.
- The granting of the exception will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- The proposed exception will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Limitations to the property or reason for seeking a sign exception:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Official Use Only:**

Plan commission meeting date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Village Board Meeting date: \_\_\_\_\_

Action Taken: \_\_\_\_\_