

# VILLAGE OF FALL CREEK

# SIGN PERMIT APPLICATION

## Applicant Information:

Applicant Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Location:

Address where sign(s) will be located: \_\_\_\_\_  
(Properties located in the Downtown District must fill out additional application and go through the Downtown District approval process..)

Zoning District: \_\_\_\_\_ Lineal street footage of lot \_\_\_\_\_

Describe location of sign at this address (attached to building front, freestanding, canopy, etc.):  
Attach drawing or picture of building w/ location of sign & dimensions clearly marked.

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

List existing sign(s) \_\_\_\_\_ Size \_\_\_\_\_  
\_\_\_\_\_

## Appearance: Attach color picture of sign(s).

Total Number of Signs: \_\_\_\_\_

Sign # 1 Dimensions: \_\_\_\_\_ Sign #1 Construction Materials: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Lighted? \_\_\_\_\_

Sign # 2 Dimensions: \_\_\_\_\_ Sign #2 Construction Materials: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Lighted? \_\_\_\_\_

If needed, attach paper for Sign #3

## Approval Process:

Zoning Administrator – Curt Strasburg 715.456.2348

Building Inspector – Steve Maley 715.797.6474

Approved  Denied  Date \_\_\_\_\_

Approved  Denied  Date \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Properties located in the Downtown District require application review by Village Architect – Wayne Dau  
715.832.0875. His review is attached.

- \$10 Sign Permit Fee: Signs requiring permit in all zoning districts § 268-42
- \$25 Sign Permit Fee: Signs requiring permit in specific zoning districts § 268-43
- \$40 Sign Permit Fee: Signs for advertising (off-premise) § 268-45.1

Date Paid \_\_\_\_\_

Received by \_\_\_\_\_

**ARTICLE V**  
**Signs**  
**[Adopted 11-14-2011]**

**§ 268-40. Purpose.**

A. The purpose of this article is to promote health, safety, general welfare and order within the Village of Fall Creek through the establishment of a comprehensive, uniform standards and procedures governing the type, number, size, structure, location, height, lighting, use and/or display of devices, signs or symbols serving as a visual communication media to persons situated within or upon public rights-of-way or private properties.

**Definitions:**

FREE STANDING: a permanent sign not directly attached to a structure.

PROJECTED SIGN: suspended from and extending away from a structure.

WALL SIGN: flat signs painted on or attached directly to the structure.

PORTABLE SIGN: not permanent and moveable.

CANOPY SIGN: a sign printed on or attached to permanent, stationary canopies or marquees.

INTEGRATED SHOPPING CENTER: more than one business located in one structure.

SIGN: see definition at §268-3

**§ 268-40.1. Gross sign area; computation of number and square footage.**

- A. The gross sign area shall be the area within the single continuous line enclosing the extreme limits of such sign. It does not include any structural or framing elements lying outside the limits of such sign surface and not forming an integral part of the display.
- B. In computing the number and square footage of signs, all signs other than those allowed in § 268-41 and signs on windows shall be included.

**§ 268-41. Signs allowed without a permit-all zoning districts.**

The following signs are allowed in all zoning districts without a permit but shall comply with all other applicable provisions of this chapter:

- A. Public signs. Signs of a public, noncommercial nature, to include safety signs, danger signs, traffic signs, signs indicating scenic or historical points of interest, memorial plaques and the like, when signs are erected by or on order of a public officer or public employee in the performance of official duty.
- B. Nameplates and identification signs. Nameplates and identification signs not exceeding three square feet in area for each dwelling unit. Content shall be limited to the name and address of the occupant and the name and nature of a permitted home occupation.
- C. Integral signs. Names of buildings, date of construction, commemorative tablets and the like which are of a permanent type of construction and which are an integral part of the building or structure.
- D. Individual property sale or rental signs. Any on-premise sign announcing the name of the owner, manager, realtor or other person directly involved with the sale or rental of the property or announcing the purpose for which it is being offered, provided that (a) signs must be removed within 10 days after sale or rental of the property, (b) signs may not measure more than six square feet in the R1, R1A, R2, R3 and R34 Districts and 20 square feet in the C1, C2, I, UT, A-1 and A-2 Districts, and (c) there shall be only one such sign per property. Corner properties may contain two signs, one per frontage but may not interfere with the vision triangle as listed in §268-13.
- E. Occasional yard sale sign. See Chapter 144.

- F. Portable/temporary signs advertising a social or fund-raising event may be two sided, and shall not exceed 16 square feet. The sign shall not encroach upon the street right-of-way or interfere with the vision triangle as listed in §268-13. No more than 4 such signs shall be allowed per event. These signs shall remain in place for no longer than 7 days before and 2 days after the event.
- G. Political campaign signs. Signs or posters announcing the candidates seeking political office and/or political issues and a date pertinent thereto, provided that all such signs are located on private property and do not violate the State election laws. Such signs shall not exceed four square feet in area. These signs shall remain in place for no longer than 45 days before and five days after the election for which they are intended.
- H. Trespassing signs. Signs which indicate the allowed use of private property, such as no trespassing, no hunting, or hunting by permission only per terms of state law as to frequency and size.
- I. Subdivision development signs. One sign not larger than 32 square feet pertaining to the development or sale of the land on which the sign is located. No such sign shall be located closer than 20 feet to a property line or right-of-way. Such sign shall be removed when all lots in the development have been purchased.
- J. Construction signs. One sign not larger than 32 square feet naming the architects, engineers, contractors, and other individuals or firms involved with the construction, alteration, or repair of a structure and the future use of the site. Such signs shall be confined to the construction site and shall be removed when the project is completed.
- K. Direction signs (on site). On-site directional signs, not exceeding two square feet in area, intended to facilitate the movement of pedestrians and vehicles within the site upon which such signs are located.

**§ 268-42. Signs requiring a permit – all zoning districts.**

The following signs are allowable, regardless of which zoning district they fall in, provided that a permit is acquired. **A permit fee in the amount of \$10** shall be paid prior to the issuance of a sign permit.

- A. Direction signs (off-site). Off-site directional signs are allowable only with the express permission of the property owner to which the sign would be placed. Such signs may not exceed two square feet in area and shall name only the business, distance and direction to the business. Off-site signs are limited to one sign in either direction of the business.
- B. Bulletin boards and identification signs(on or off-site). Bulletin boards and identification signs for churches, schools and other permitted institutions and nonprofit organizations, not exceeding 32 square feet, one per zoning lot on which such use is located. Such sign shall be located entirely within the property line of the use.

**§ 268-43. Signs requiring a permit – specific zoning district regulations.**

The following signs are allowable, per district regulations listed below, provided that a permit is acquired. These signs, unless otherwise noted, are on-premise signs. **A permit fee in the amount of \$25** shall be paid prior to the issuance of a sign permit.

- A. Downtown business area. Properties within the designated downtown business area must go through the downtown business review process, in addition to their zoning district regulations.
- B. C1 Commercial District and C2 Commercial District.
  - (1) The gross area in square feet of **ALL** signs shall not exceed two times the lineal front footage of the lot, however, the maximum of all gross area shall not exceed 132 square feet, based on all items below. Maximum of three signs are allowed per lot.
  - (2) Freestanding sign. One freestanding sign is allowed and shall not exceed 32 square feet. The sign supports shall be located not closer than 10 feet to any property line, and no part of a sign shall project into the public right-of-way. No part of any freestanding sign shall be higher than 30 feet above grade level. If a freestanding sign or sign structure is constructed so that the faces are not parallel, the preferred angle shall not exceed 30°. If the angle is greater than 30°, the area of both sides added together shall be the

calculated area. If the angle is less than 30°, the sign shall be considered as one sign for calculating square footage. Exemptions may be granted upon petition to and approval by the village board.

- (3) Projecting signs. No sign shall project more than 48 inches from the building, nor shall any sign be lower than 10 feet from grade level or higher than the height of the building. No part of the sign shall project into the public right-of-way.
- (4) Wall signs (flat signs painted on or attached directly to the building) shall not exceed 132 square feet nor extend above the roof wall.
- (5) Canopy signs. Signs printed on or attached to permanent, stationary canopies or marquees shall not be lower than 10 feet from grade level.
- (6) Portable signs. Use of portable signs shall be limited to a maximum of 2 occasions within any 12 month period, for up to 14 days duration each. The sign shall not exceed 32 square feet. The sign shall not encroach upon the street right-of-way or interfere with the vision triangle as listed in §268-13.
- (7) Illumination. All externally illuminated signs shall direct the source of light away from adjacent properties.

#### C. I Industrial District.

- (1) The gross area in square feet of **ALL** signs shall not exceed two times the lineal front footage of the lot, however, the maximum of all gross area shall not exceed 200 square feet, based on all items below. Maximum of four signs are allowed per lot.
- (2) Freestanding sign. One freestanding sign is allowed and shall not exceed 120 square feet. The sign supports shall be located not closer than 10 feet to any property line, and no part of a sign shall project into the public right-of-way. No part of any freestanding sign shall be higher than 30 feet above grade level. If a freestanding sign or sign structure is constructed so that the faces are not parallel, the preferred angle shall not exceed 30°. If the angle is greater than 30°, the area of both sides added together shall be the calculated area. If the angle is less than 30°, the sign shall be considered as one sign for calculating square footage. Exemptions may be granted upon petition to and approval by the village board.
- (3) Projecting signs. No sign shall project more than 48 inches from the building, nor shall any sign be lower than 10 feet from grade level or higher than the height of the building. No part of the sign shall project into the public right-of-way.
- (4) Wall signs (flat signs painted on or attached directly to the building) shall not exceed 300 square feet nor extend above the roof wall.
- (5) Canopy signs. Signs printed on or attached to permanent, stationary canopies or marquees shall not be lower than 10 feet from grade level.
- (6) Portable signs. Use of portable signs shall be limited to a maximum of 2 occasions within any 12 month period, for up to 14 days duration each. The sign shall not exceed 32 square feet. The sign shall not encroach upon the street right-of-way or interfere with the vision triangle as listed in §268-13.
- (7) Illumination. All externally illuminated signs shall direct the source of light away from adjacent properties.

#### D. Integrated shopping centers.

- (1) Shopping centers with several separate businesses are allowed one wall sign per business, as per regulations for its zoning district.
- (2) One freestanding area identification sign shall be permitted with a maximum of 64 square feet. The content of the sign shall be limited to the name of the shopping center and the businesses contained therein. The sign may be located in the front yard but not within 10 feet of a side property line. The sign shall not extend above 30 feet from grade level. If a freestanding sign or sign structure is constructed

so that the faces are not parallel, the preferred angle shall not exceed 30°. If the angle is greater than 30°, the area of both sides added together shall be the calculated area. If the angle is less than 30°, the sign shall be considered as one sign for calculating square footage. Exemptions may be granted upon petition to and approval by the village board.

#### **§ 268-44. Prohibited signs.**

The following signs are specifically prohibited by this chapter:

- A. Signs which obstruct the vision of drivers or pedestrians whether located on public or private properties or right of ways, or detract from the visibility of any official traffic control device.
- B. Signs which hinder access to a property for emergency needs (ambulance, fire-fighting equipment or police department enforcement) or signs that impede safety ingress or egress of any portion of a building. No sign or sign structure shall be erected so as to prevent or deter free movement from any door, window or fire escape, nor shall it be attached to a stand pipe or fire escape.
- C. Signs which are not appropriate to the activity of the property that they are located on. Exemption granted for direction signs as listed in §268-41.K. and advertising signs per §268-45.1. Other exemptions, including those for vacant lots, may be granted upon petition to and approval by the village board.
- D. Signs which make use of flashing, revolving, animated, or intermittent lights or are animated. Exemptions are time and temperature information. Other exemptions may be granted as deemed suitable by the zoning administrator.
- E. Signs which consist of banners, pennants, ribbons, streamers, strings of light bulbs, spinners or similar devices for private or commercial purposes. Exemptions may be granted as deemed suitable by the zoning administrator.
- F. Signs or posters which are tacked on trees, fences, utility poles or other such permanent supports within the public right-of-way.
- G. Signs that are deemed by the Zoning Administrator to conflict on an aesthetic basis with the properties surrounding that upon which the sign is situated, or when taking into consideration community wide aesthetic standards.

#### **§ 268-45. Maintenance and removal.**

- A. All signs and sign structures shall be kept in good repair. Responsibility for the maintenance and removal of signs and structures rests first with the sign owner and secondly with the property owner.
- B. Obsolete signs. An obsolete sign or a sign which advertises an activity, product or service which is no longer produced or conducted shall be removed within 90 days from the last date upon which the activity or service was produced or conducted. Responsibility for the removal shall be vested in the owner of the real property.

#### **§ 268-45.1. Advertising (off-premise) signs – permit required.**

Off-premise advertising signs are permitted provided that a permit is acquired. **A permit fee in the amount of \$40** shall be paid prior to the issuance of a sign permit. Such signs are subject to regulations of the zoning district it lies in, with the exception that any freestanding sign shall not be any closer than 50 feet to any property line. Exemptions may be granted upon petition to and approval by the village board.

#### **§ 268-45.2. Nonconforming signs.**

- A. Legal nonconforming signs, those that were in place prior to the adoption of this ordinance, may not be structurally altered or enlarged or reestablished after being brought into compliance.

- B. Nothing in this chapter shall be construed as relieving the owner of a legal nonconforming sign from the provisions of this chapter regarding safety, ordinary maintenance, and repair of signs. No other or further improvements or restoration to a nonconforming sign shall be allowed.
- C. When a nonconforming sign is destroyed by more than 50% of its face area, the sign shall be abandoned and removed from the property or reconstructed meeting the requirements of this chapter and any other applicable laws.

**§ 268-45.3. Inspection and enforcement.**

All signs for which a permit is required shall be subject to inspection by the zoning administrator. The zoning administrator may enter any property during normal business hours to ascertain whether the provisions of this chapter are being obeyed. If any sign is in violation of this chapter or becomes damaged or dilapidated, the zoning administrator shall give written notice to the owner of the sign or the owner of the property on which the sign is located, in person or by mail, addressed to the last known post office address of such owner, to repair or remove the sign. If the order is not complied with within 60 days of serving the notice, the zoning administrator shall cause the sign and structure to be razed and the cost thereof assessed as a special charge against the property on which the sign was located.