

Section 9
SIGNS

- 9.1 Purpose and Intent
- 9.2 Definitions
- 9.3 Applicability
- 9.4 Prohibited Signs
- 9.5 Exempt Signs
- 9.6 Permitted Signs – General Provisions
- 9.7 Residential Zoning District Signs
- 9.8 Permitted Business District Signs
- 9.9 Illumination
- 9.10 Special Use Permits
- 9.11 Maintenance
- 9.12 Administration
- 9.13 Enforcement
- 9.14 Variations

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9.1 **PURPOSE AND INTENT**

- A. Purpose: All signs which are located within the corporate limits of the Village shall be located, constructed, erected, displayed, placed, designed, altered, used, removed and maintained in accordance with the provisions set forth in this Section.
- B. Legislative Intent: The regulations of this Section are intended to coordinate the use, placement, physical dimensions, and design of all signs within the Village, as well as protect public health, safety and welfare; to preserve and enhance the image of the community and to develop a satisfactory visual appearance within the Village by:
 - 1. Regulating signs in such a way that supports and complements land use objectives set forth in the Comprehensive Land Use Plan and the Zoning Code, as amended, for residential, commercial and industrial development; and
 - 2. Ensuring all signs within the Village are compatible with existing land uses and buildings within the general vicinity of the sign and the community as a whole, with regard to size, location, color, construction, materials and manner of display; and
 - 3. Permitting such signs that do not confuse, mislead, obstruct the vision necessary for traffic safety, or otherwise endanger the public health, safety, morals or general welfare of the Village; and
 - 4. Maintaining property values by eliminating signs that are incompatible with the surrounding land uses; and

5. Encouraging a viable economic environment through uniform control of signs; and
 6. Facilitating effective communication between the public and the environment through signs that are appropriate for the type of street and site upon which they are located; and
 7. Encouraging quality sign design to promote a better visual environment; and
 8. Enhancing the physical appearance of the Village through a program which ensures the removal of inadequately maintained, illegal and non-conforming signs within a reasonable time frame.
- C. **Scope and Application:** The regulations set forth in this Section shall govern the location, construction, erection, display, placement, design, structural or graphic alteration, use, removal and maintenance of all signs within the Village. It shall be unlawful to locate, construct, erect, display, place, design, structurally or graphically alter, use, remove, relocate or maintain any sign except in accordance with the provisions of this Section.

9.2 **DEFINITIONS**

In addition to those terms defined in Appendix A of this Code, the following words, terms and phrases used in this Section are defined as follows:

A-Frame: A temporary sign ordinarily in the shape of the letter “A” or some variation thereof, which is displayed on the ground, not permanently attached to the ground, and usually two-sided, generally connected at the top and separated at the bottom (also known as sandwich board signs).

Abandoned sign: A sign which no longer correctly directs or identifies a bona fide business, lessor, owner or activity conducted on the premises where the sign is displayed.

Address sign: A sign which identifies the numerical address of a residence, business, manufacturing or institutional building.

Advertising: Any information which identifies, describes or promotes a product or service is considered “advertising” for the purposes of this Section.

Awning: A temporary shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.

Awning sign: A type of sign painted on or attached directly to an awning.

Background area: The entire area of a sign on which copy could be placed, as opposed to the copy area when referred to in connection with wall signs.

Banner: A sign made of paper, plastic or fabric of any kind which is intended to be hung either with or without a frame, with or without applied characters, letters, illustrations or ornamentations, excluding national, state or governmental flags.

Beacon: A stationary or revolving light, also known as a “searchlight,” which flashes or projects illumination, single color or multi-colored, in any manner which is intended to attract or divert attention. This term is not intended, however, to include any kind of lighting device which is required or necessary under the safety regulations described by the Federal Aviation Administration or similar agency.

Business identification window sign: A sign that identifies the formal name of the establishment and/or its logo, and is painted on, affixed to or suspended behind a window or glass surface of a door and is visible from a public street.

Canopy: A structure other than an awning made of cloth, metal or other materials with frames affixed to a building and carried by a frame which is supported by the ground.

Canopy sign: A type of sign painted on or attached directly to a canopy.

Changeable copy: Letters, numerals or other graphics which are not permanently affixed to a structure and/or set for permanent display and are intended to be alterable through manual or electronic means.

Changeable copy sign: Any permanent sign that is predominantly or entirely designed or used in such a manner that characters, letters or symbols can be manually changed or re-arranged without altering the surface of the sign.

Community Service Organization: A community service organization is an entity of which no part of the income is distributable to its members, directors or officers; and whose principal purpose is to provide services, financial assistance or personnel for the benefit of the residents of the Village.

Construction sign: Any temporary sign which advertises a new development or new subdivision within the corporate limits of the Village that has received approval to begin construction or is under active construction.

Corner lot: A lot abutting upon two or more streets at the intersection or junction.

Digital Sign: A sign comprising of an electronic LED, plasma or similar display technology.

Dimensional sign: A type of wall sign which consists of three-dimensional letter forms which are applied directly to a building.

Directional sign: A wall, ground or window sign which exists for the purpose of identifying or directing vehicular and/or pedestrian traffic to essential service areas, e.g. loading docks, service entrances, offices, etc.

Entrance/exit sign: Any sign which is located on the premises that denotes an entrance to or exit from parking facilities.

Establishment: Any structure with substantial walls and a roof affixed to the land entirely separated from any other structure by a wall or property line.

Exterior sign: Any sign that is attached to an exterior wall or otherwise located on the outside of a structure or placed in a yard or upon vacant land.

Feather Flag: An advertising sign that includes a banner pole securely inserted into, or otherwise anchored directly to the ground, the banner pole supporting, along a vertical side, a fabric advertising display portion. Other common industry names that are considered feather flags include blade flags, teardrop flags, shark-fin flags and flutter flags. All feather flags shall be deemed to be temporary signs.

Flashing light: Lighting which alternatively is illuminated and not illuminated, or which otherwise varies in intensity in such a way as to not provide a constant source of light.

Flashing sign: Any sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Automatic changing signs, such as the public service time, temperature and date signs, or electronically controlled message centers, shall be classified as changeable copy signs, not flashing signs.

Frontage: The length of a lot line or a building site along a street or other public way.

Garage/yard sale sign: A sign used in residential zoning districts which announces the undertaking of a permitted yard or garage sale.

Grade: The surface elevation or level of a street, sidewalk or ground.

Grand opening: An event or occasion marking the opening of a new retail or service operation. A grand opening must occur at or near the beginning of an operation and can only occur once during the lifetime of the operation. For the purposes of this definition, however, if a change of ownership or of general management of an operation occurs, an under new ownership or under new management event or occasion, respectively, shall be deemed to be equivalent to a grand opening.

Grand opening sign: Any sign used for a grand opening. All grand opening signs shall be deemed to be temporary signs.

Ground sign: A permanent sign supported by structures placed on, in or anchored to the ground independent from any building.

Height of a sign: The vertical distance from grade to the highest point of a sign.

Holiday Decorations: Ornaments or trimmings displayed in connection with a nationally recognized holiday.

Illegally non-conforming: An unlawful sign which had been constructed or installed prior to the effective date of this Section.

Illuminated sign: Any sign which is lit by artificial (usually electric) lighting or luminous devices, whether by lights or devices on or within the sign or directed toward the sign, including such chemical or physical properties which cause or effect a reflection. This definition shall include exterior strings of lights or exposed light bulbs.

Indirect illumination: A light source which is not directly seen.

Inflatable sign: Any sign or inflatable device of more than two cubic feet in capacity designed to be filled with air or gas lighter than air, used singly or in clusters, displayed to attract the attention of the public. This definition shall include balloons and balloon signs.

Institution: A building housing an organization having a social, educational or religious purpose, such as a school, church, hospital, etc.

Intermittent lighting: A type of flashing lighting in which the period of change in the illumination is sufficient in duration to permit a distinct message to be conveyed during each cycle.

Internal illumination: Illumination of a sign which is affected by a light source contained within the sign, and is visible only through a translucent surface or is otherwise recessed into the sign structure using concealed fixtures so that no reflectors, extension arms, floodlights, light bulbs or fixtures are visible from direct view.

Interior sign: Any sign which is fully located within the interior of a building and which is not readily or obviously visible from the exterior.

Land use regulatory sign: A sign used to regulate the use of the property.

Legally non-conforming sign: A sign which does not comply with some or all of the regulations contained in this Section, but which had been lawfully installed as of the effective date of this Section.

Limiting architectural feature: A significant architectural element of a building or structure which, by its existence, reduces the area of the building or structure face which is suitable for signage.

Logo: A mark or symbol created for an individual, company or product that translates the impression of the body it is representing into a graphic image.

Mansard: A roof-like sloping surface which is applied to or above the face of a building.

Marquee: Any hood or similar structure of a building which projects from the wall of a building and is not supported by the ground or sidewalk.

Marquee sign: A sign which is painted on or directly attached to a marquee.

Menu Board sign: A permanent sign which is utilized only for those establishments in which services are specifically provided for drive-up/drive-through services.

Message center sign: A type of changeable copy sign which conveys periodically changing information of either a private or public nature.

Moving sign: Any sign having any external or visible part or parts that move, rotate, spin, swing or assume a non-stationary position by electrical or mechanical means, or under normal wind currents. Flags and feather flags shall not be deemed moving signs.

Name plate sign: A sign which identifies the occupant and address of a building or dwelling unit.

Neon tube sign: A sign which is illuminated by a light source which consists of neon or other gas-filled tube which is bent to form letters, symbols or other shapes.

Non-conforming sign: A sign which does not comply with one or more of the regulations established in this Section.

Not-for-profit: A corporation organized under the Not-for-Profits Corporation Act of the State of Illinois.

Obscene: Statements, words, suggestions or pictures of an indecent or immoral character, which are deemed offensive to public morals or decency.

Obsolete sign: Any sign which identifies an occupant or advertises a business conducted, product sold or service rendered which is no longer bona fide or operational. An obsolete sign shall be deemed to be abandoned.

Off-Premise sign: A sign which identifies goods, services or facilities which may not be available on the premises where the sign is located.

On-Premise sign: A sign which identifies goods, services or facilities which are available on the premises where the sign is located.

Parapet: That portion of the wall of a building that rises above the roof level.

Pennant: Any lightweight plastic, fabric or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in a series, designed to move in the wind. Feather flags shall not be deemed pennants.

Pole Sign: Pole signs are durable, medium and large free-standing structures on which signs are attached.

Political campaign sign: A sign which announces a candidate as seeking public political office and/or which conveys political issues and other data pertinent thereto.

Portable sign: Any sign designed to be moved from place to place which is not securely attached to the ground or any other structure, such as a sign mounted on a trailer or on a frame with wheels attached. Any such sign which has had any features removed (such as wheels, frame hitch or other devices that enable it to be moved) in order to attach it to the ground or any other structure shall still be deemed to be a portable sign. Such signs may also be known as movable signs. Although portable signs often share features of changeable copy signs, for the purposes of this Section, this definition of portable sign shall govern.

Posters: A type of sign which is made of cardboard or similar material and which conveys a message.

Premise: A lot or parcel and the buildings, structures and/or establishments which are located on that lot or parcel.

Projecting sign: Any sign affixed to a building or wall in such a manner that its leading edge extends more than six inches beyond the surface of such building or wall.

Property line: The lot line, as defined in the Zoning Code.

Public entrance: An entrance to an establishment which is provided primarily for use by the patrons or customers of the establishment and not for delivery purposes.

Public sign: Any sign required and erected by governmental bodies or specifically authorized for a public purpose by any law, statute, chapter or other official action. Such signs shall include, but not be limited to: traffic control signs; parking control signs; legal notices; railroad crossing signs; warning, danger and temporary emergency signs; street name signs; identification of public sites and facilities or of institutions; announcements of community events as designated by the governmental body; and the like.

Real estate sign: A temporary sign which identifies a parcel or building as being available for sale, lease, sublease or rental of real property. A residential real estate sign shall specifically mean a real estate sign used for property located in a residential zoning district. A commercial real estate sign shall specifically mean a real estate sign used for property located in non-residential zoning districts.

Roof sign: Any sign erected, constructed and maintained entirely or partially upon or over the roof of any building, with the principal support on the roof. Any sign attached to a mansard roof shall be deemed to be a wall sign.

Setback: The minimum required distance between the property line and any portion of a building or sign.

Shopping center: A group of four or more stores sharing a common off-street plaza or parking area into which such stores are oriented.

Sign: A sign is any name, identification, description, advertisement, display or illustration which is affixed to, painted, or represented on a permanent or temporary basis directly upon a building, structure or other outdoor surface or piece of land; and which directs attention to an object, idea, product, philosophy, place, activity, person, institution, service organization or business. For the purpose of this Section, a building, or portion of a building, or any item or material (opaque, transparent, colored or illuminated) physically attached to a building which departs from standard architectural treatment in an attempt to attract attention to the premises by reason of color scheme and/or illumination, or part of a building or facade not required structurally or for maintenance, and which is intended to direct attention to products, goods, services, events or entertainment, shall be considered a “sign” and be subject to all pertinent regulations, including signable area as defined herein.

Sign message: The information on a sign composed of words, symbols, geometric shapes, pictures or logos which communicates information to the general public.

Signable area: Any continuous portion of a building which is unbroken by doors, windows, or other architectural details.

Special event: As defined in Chapter 33, Section 33.05 of the Lakewood Municipal Code

Streamers: Long strips of paper or other material.

Subdivision: A tract of land which is legally divided into residential, commercial or industrial lots.

Subdivision identification sign: Any permanent sign designed to identify a parcel consisting of multiple lots, buildings or dwellings. A residential subdivision identification sign is used for the stated purpose in residential zoning districts. A non-residential subdivision identification sign is used for the stated purpose in non-residential zoning districts.

Surface area: Surface area shall be the gross surface area within a single continuous perimeter composed of a single rectangle enclosing the extreme limits of characters, lettering, illustrations, ornamentalions or other figures, together with any material or color forming an integral part of the display or to differentiate the sign from the background to which it is placed. Structural supports bearing no sign copy shall not be included in gross surface area; however, if any portion of the required structural supports become enhanced for decorative or architectural purposes, that portion will be included in the total gross surface area of the sign. For computing the area of any sign which consists of individual letters or separate graphic elements, the area shall be deemed to be the area of the smallest rectangular figure which can encompass all of the letters or elements.

All sides of a sign having more than two faces which are visible from any one street shall be included in the calculation of the area.

Temporary sign: Any sign designed, constructed or erected for display for a limited and usually fixed duration of time. Such signs include, but are not limited to: A-frames, feather flags, banners, beacons, garage/yard sale, grand opening, inflatable, political campaign, portable, real estate and event signs, as well as any other signs which by their definition and application in this Section is designated as a temporary sign.

Time and temperature sign: A sign whereon the time and temperature is indicated.

Tracker sign: Any off-premise subdivision identification sign.

Translucent: Permitting the passage of light without being transparent.

Tube illumination: A neon or other gas-filled tube of glass or similar material which is formed into a message and, itself, is the source of its illumination.

Unlawful sign: A sign which does not meet the terms of this Section or which the Village has declared to be unlawful because it poses a danger to public safety by reason of dilapidation or abandonment.

V-style sign: A temporary sign ordinarily in the shape of the letter “V” or some variation thereof, which is displayed on the ground, not permanently attached to the ground, and usually two-sided, generally connected at one side.

Vehicular sign: A sign painted on or applied directly to a truck, car, bus or other motorized vehicle or portable equipment.

Wall sign: A sign which is placed against a building or other structure and which is attached to the exterior front, rear or side wall of a building.

Window sign: A sign that is posted on the interior or exterior of a window of a building or structure which is intended to be read from the exterior of the building or structure.

9.3 **APPLICABILITY**

- A. No sign shall be constructed, erected, remodeled, relocated or expanded unless a sign permit shall have first been issued in accordance with the provisions of this Section.
- B. No sign permit shall be issued for any sign unless the sign is accessory to a permitted use.
- C. The resolutions of this Section relate to the location of signs, by function and type, within the zoning districts and shall be in addition to provisions of any Village building and electrical codes applicable to the construction and maintenance of signs.

- D. No sign permit shall be required for routine maintenance of a sign. A sign permit shall be required prior to a change of the message or sign face.
- E. An application for a permit under this Section shall be made upon forms provided by the Village for this purpose, which are available from the Building Department.
- F. Permit Fees: Sign permit and building permit fees under this Section shall be imposed pursuant to the fee provisions of Chapter 19 of the Lakewood Municipal Code.
- G. Any sign not expressly permitted by these regulations shall be prohibited.
- H. This Section shall be administered by the Zoning Administrator or his or her designee. Appeals from the interpretation of this Section shall be made in the same manner as appeals from other decisions under this Zoning Code.

9.4 **PROHIBITED SIGNS**

The following signs are specifically and expressly prohibited from being located, constructed, erected, displayed, placed, structurally or graphically altered, used, maintained or relocated within the Village unless otherwise provided for in this Section:

9.4-1 Signs as Defined in this Section:

- A. Inflatable signs.
- B. Pennants.
- C. Decorations, except those exempt by the terms of this Section.
- D. Beacons, except as permitted for grand openings.
- E. Flashing signs.
- F. Obscene signs.
- G. Vehicular signs, except those exempt by the terms of this Section.
- H. Moving signs.
- I. Portable signs.
- J. Obsolete signs.
- K. Tracker signs.
- L. Roof signs.
- M. Non Digital Off-Premise signs.

9.4-2 Other Prohibited Signs:

- A. Any sign which is determined by the Zoning Administrator and/or the Chief of Police to constitute a traffic or pedestrian hazard by reason of size, location, color, condition or type of illumination.
- B. Any sign which is located in or extends over public property or the public right-of-way, except for public signs as provided for herein.

- C. Any sign which contains the words ‘stop’ or ‘danger’ or otherwise resembles, simulates or imitates public signs.
- D. Any sign which obstructs traffic sight lines, sight triangles, or public signs at street intersections.
- E. Any sign for which a permit is required, but for which no permit was applied for or issued.
- F. Any sign painted on an exterior building wall, fascia, parapet, chimney, on a fence or fence-wall, retaining wall, bench, fence post, refuse enclosure, utility box, storage shed, bus shelter, satellite dish, antenna or other accessory structure, unless approved by the Village Board or its designee.
- G. Any sign attached to a chimney, on a fence or fence-type wall, retaining wall, bench, fence post, refuse enclosure, utility box, storage shed, bus shelter, satellite dish, antenna or other accessory structure.
- H. Any sign attached, painted on, nailed, or otherwise affixed to trees, other vegetation, landscaping, stones or natural materials.
- I. Any sign attached, painted on, or otherwise affixed to tents or umbrellas, except those that are specifically permitted in conjunction with a special event approved by the Village Board or its designee.
- J. Any sign which uses exposed exterior neon tubing and/or exposed light bulbs.
- K. Any sign painted on, attached, or otherwise affixed to flag poles, light poles, telephone poles or utility poles except public signs attached to light poles as permitted herein.
- L. Any additional or subsequent sign painted on, attached, or otherwise affixed to any permitted sign.
- M. Any additional sign attached or otherwise affixed to the face of a sign of which any portion extends beyond any edge of the sign.
- N. Any sign which emits sound, odor, or visible matter, exclusive of approved electronic message board and advertising signs.
- O. No sign shall be located on vacant property except those signs permitted under Sections 9.8-7 A Special Events Signs/On-Site and 9.8-7 B Special Events Signs/Off-Site, Section 9.5 K. Residential Real Estate Signs) and Section 9.8-7 D. Construction Signs, or otherwise permitted by law.
- P. No sign shall be permitted which contains false information or misrepresents the product, service or commodity to be offered, conducted or sold on the premises.
- Q. Non-seasonal projection signage.

- R. Signs designed to be transported to various locations are not permitted, including but not limited to: signs on wheels, signs with trailer hitches and portable signs with internally illuminated message boards.
- S. Movable trucks with signs upon them, used for the primary purpose of signage rather than for the primary purpose of transportation.
- T. Off-Premise signs: No sign which directs attention to a business, entertainment, service or commodity shall be permitted unless such business, entertainment, service or commodity shall be offered, conducted or sold on the premises upon which the sign is located except as allowed in Section 9.10 Special Use Permits.

9.5 **EXEMPT SIGNS**

The following signs are exempt from the provisions of this Section, except for such instances where a sign listed herein is found to be unsafe or unlawful as provided herein or as otherwise provided for in this Section. Such signs are defined as exterior signs unless stated otherwise. Such signs shall not be illuminated unless otherwise specifically provided for in this Section. Such signs are exempted from all permit requirements herein, except that illuminated signs shall be subject to application for and receipt of an electrical permit.

- A. Address Signs: Address signs shall be exempt, provided that:
 - 1. They are wall signs not exceeding two (2) square feet in surface area for a residence, and not exceeding two (2) square feet in surface area for a commercial or institutional establishment, indicating the legal address of the premises, limited to the display of address numerals and street name.
 - 2. A combination of a name plate sign and an address sign is permitted, provided that such sign does not exceed two square feet in surface area for a residence and does not exceed four square feet in surface area for a commercial or institutional establishment.
 - 3. One sign shall be permitted for each building or dwelling unit, except for businesses or institutions that have more than one entrance for the general public, in which case one sign shall be permitted for each general public entrance.
- B. Holiday Decorations: Holiday decorations shall be exempt, provided that they are maintained for a period of no more than a total of 45 days prior to or 30 days after a nationally recognized holiday. Such decorations may be illuminated.
- C. Garage Sale Signs: as governed by Chapter 33 of the Lakewood Municipal Code.
- D. Interior Signs.
- E. Land Use Regulatory Signs: Land use regulatory signs shall be exempt, provided that:
 - 1. Signs shall not exceed 1½ square feet in surface area per sign.

2. Such signs may include “No Trespassing”, “No Hunting”, etc., and may be constructed on a fence or other permanent structure.
- F. Monuments and Markers: Tablets, memorial signs, statuary or remembrances of persons or events which are non-commercial in nature.
- G. Name Plate Signs: Name plate signs shall be exempt, provided that:
1. They are wall signs not exceeding two (2) square feet in surface area indicating the name of the occupant of the premises in a residence, and not exceeding two (2) square feet in surface area indicating the name of the occupant of the premises in a commercial or institutional establishment.
 2. One sign shall be permitted for each building or dwelling unit, except for businesses or institutions that have more than one entrance for the general public, in which case one sign shall be permitted for each general public entrance.
 3. Name Plate Signs shall not be illuminated.
- H. Political Campaign Signs: Political campaign signs shall be exempt, provided that:
1. Such signs shall contain a sign surface area not to exceed 16 square feet.
 2. Such signs shall not exceed four feet in height from grade.
 3. Signs or posters relating to such candidates for office or issues shall be erected not more than 60 days prior to the election at which such candidates are to be elected or issues voted upon, and shall be taken down by the person or campaign committee or organization promoted by the sign or poster not more than three days after the date of the election to which they were related.
- I. Public Signs.
- J. Residential Real Estate Signs: Real estate signs shall be exempt, provided that the signs shall:
1. Not be illuminated or electrically operated, nor include any moving parts;
 2. Not exceed surface area of six (6) square feet if single-sided, or 12 square feet if surface area of the sign is double-sided;
 3. Not exceed a total height of four (4) feet from grade;
 4. Be located upon the property that is offered for sale, lease or rent, or has been sold;
 5. Be set back not less than eight feet from any lot line;

6. Be removed no later than two (2) days subsequent to the property being sold and/or lease or rental transaction is completed, except that “Open House” signs shall be erected no earlier than two days prior to the scheduled “Open House” and removed at the end of the event; and
 7. Not exceed one residential real estate sign for each building, dwelling unit or lot.
- K. Vehicular Signs: Any vehicle or trailer regularly and customarily used to transport persons or property for a business, which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of, or directing people to, a business or activity located on any premise, shall be exempt from the R-2 Zoning District and the regulations of this Section, except for the following:
1. The parking of any vehicle bearing a sign shall be limited to the premises upon which the business to which the sign refers is located; provided that the vehicle remains parked only for the timeframe in which the business is in progress; and is prohibited from parking overnight.
 2. The intentional parking of any vehicle bearing a sign in such a way or in such a location that the vehicle functionally serves as a sign, advertising or directing viewers to the business or activity to which the signage refers, shall be prohibited.
 3. The parking of any vehicle bearing a sign in public view which is not in operating condition and/or lacks a current registration shall be prohibited.

9.6 **PERMITTED SIGNS – GENERAL PROVISIONS**

- A. General: Signs shall be classified and permitted in accordance with the regulations set forth in this Section.
- B. Authorization by Owner: No person shall erect, alter or relocate any sign within the Village without first obtaining the express consent of the owner of the land upon which the sign shall be erected, altered or relocated, in addition to obtaining a sign permit from the Village.
- C. No Portability of Surface Area: There shall be no portability of unused permitted surface area for any sign to any other permitted sign unless otherwise provided for in this Section.
- D. Special Areas of Control: The Village Board may designate geographic areas within the Village with unique characteristics as a “special area of control” for the purposes of permitting and regulating signs therein that meet the intent of this Section. Such special areas of control shall be designated on a map prepared by the Building Inspector. Sign regulations for special areas of control shall be listed in separate sections of this Section.
- E. Planned Development Signage: Signs located within a planned development shall be governed by those standards set forth in the underlying zoning district. The Village may permit additional or different signage, or require different standards for signage as part of final approval of a planned development at the time of such approval.

- F. Private Sign Covenants: Nothing in this Section shall be construed to prevent the owner or property manager of a shopping center, multiple business center, other similar multi-tenant or multi-user property, or other business, industrial or institutional use to impose and enforce private sign covenants upon such property which may be more restrictive or which may set higher standards than the provisions of this Section. The Village shall not be responsible for enforcement of private sign covenants.
- G. Subdivision Identification Signs: Ground signs shall be permitted for the purpose of identifying planned developments and subdivisions in any zoning district subject to the following conditions:
1. There shall be a maximum of one (1) ground sign allowed provided that:
 - a. Where a planned development or subdivision has multiple entrances along public streets, additional signs may be granted by the Village Board or its designee.
 - b. Subdivision identification signs as provided for herein shall be approved by the Village Board or its designee.
 2. Residential Subdivision Identification Signs:
 - a. Residential subdivision identification signs shall be maintained by a homeowners' association or similar organization.
 - b. Residential subdivision identification signs may be installed on masonry entry monuments, which may be constructed on both sides of the entry street.
 - c. The height shall not exceed seven (7) feet.
 3. Non-Residential Subdivision Identification Signs:
 - a. Non-residential subdivision identification signs shall not exceed ten feet in height from the surrounding grade.
 - b. Tenant identification may be provided on subdivision identification ground signs for shopping centers, provided:
 - i. Identification is limited to an on premise tenant; and
 - ii. Not more than four such tenants are listed on each side of said sign.

4. Setbacks:
 - a. All subdivision identification signs in any zoning district shall be set back not less than:
 - i. 15 feet from any property line; and
 - ii. 15 feet from the back of curb of an adjacent access drive; and
 - iii. 20 feet from the back of the curb of an adjacent public street.
 - b. All subdivision identification signs in any zoning district shall not impede normal pedestrian movement nor obstruct the line-of-sight for motor vehicle traffic.
5. All subdivision identification signs in any zoning district shall not exceed 32 square feet per side, limited to two sides, or 64 square feet total.
6. Illumination: All subdivision identification signs may be illuminated. However, only low-level landscape lighting shall be permitted in residential districts, subject to review and approval by the Village Board or its designee. Said landscape lighting shall be adjusted to avoid direct illumination of the sign.
7. Landscaping: All subdivision identification signs shall be landscaped with trees and shrubs to blend the signs into the landscape of which they are a part.

9.7 **PERMITTED RESIDENTIAL ZONING DISTRICT SIGNS**

- 9.7-1 Home construction signs in residential zoning districts are subject to the following conditions:
- A. The sign content shall be limited to the name of the purchaser or identification of the construction job, and the name, logo and phone number of the contractor or home builder.
 - B. The sign shall be located upon the property where the construction is occurring.
 - C. Only one sign shall be permitted for each dwelling or lot.
 - D. The sign shall be removed within two days after a Certificate of Occupancy for the dwelling has been issued.
 - E. The sign shall not exceed twelve 12 square feet in surface area and must be single-faced, and shall be placed parallel to the street to which the lot has frontage.
 - F. The sign shall not exceed seven (7) feet in height from the surrounding grade.

- G. The sign shall be placed on private property and set back from the public right-of-way, and shall not be closer than eight feet to any adjacent lot line.
- H. No sign shall be placed on any tree, utility pole, fence or other accessory building or structure.
- I. No sign shall be illuminated unless otherwise permitted in this Chapter.

9.7-2 New development marketing signs in residential zoning districts shall be subject to the following conditions:

- A. The sign content shall be limited to the name and graphic of the development or subdivision, the name and logo of the developer, a phone number where more information may be obtained, and the date announcing when lots will be available for purchase.
- B. The sign shall be located upon the property of the subdivision under development.
- C. Only one sign shall be permitted for each subdivision or development.
- D. The sign shall be removed within seven days after the last lot has been closed by the original developer of the subdivision or development.
- E. The sign shall not exceed 32 square feet in surface area if the sign is single-faced, or 64 square feet in surface area if the sign is double-faced (no more than 32 square feet per side). Double-faced signs must have faces placed flush back-to-back. V-style or A-Frame signs shall be prohibited.
- F. The sign shall not exceed 10 feet in height from the surrounding grade.
- G. The sign shall be placed on private property and set back from the public right-of-way, and shall not be closer than eight feet to any adjacent lot line.
- H. No sign shall be placed on any tree, utility pole, fence or other accessory building or structure.
- I. No sign shall be illuminated.

9.8 **PERMITTED BUSINESS DISTRICT SIGNS** *Amended, 08-12, 08-11*

These regulations shall apply to all signs in business zoning, AG, and PUD with underlying business zoning districts.

9.8-1 Exemptions: The following types of signs are exempt from the permit requirement and from the regulations of this Section:

- A. Flags of a government or of political, civic, philanthropic, educational or religious organizations or bearing corporate logos are permitted subject to the following:
 - 1. Three flags which are no larger than 50 square feet in surface area and which do not extend beyond the property line of the lot on which installed.

2. All flags must be mounted on flag poles. The mounting of flags on light standards or other poles not expressly made as flag standards shall be prohibited.
- B. Signs of a duly constituted governmental body, including traffic or similar instructional or regulatory signs relating to health, hazards, parking, swimming, dumping and similar subjects.
 - C. A sign not exceeding nine square feet which designates the conditions of use of a parking lot; such signs are exempt from minimum setback requirements but shall be screened from adjoining property.
 - D. Decorations temporarily displayed in connection with a local festivity or event approved by the Village Board. Such decorations shall not be displayed more than 45 days prior to or 30 days after such local festivity.
 - E. Service Entrance Signs: Signs designating the service or delivery entrance to a building or an individual unit in a building shall be exempt, provided that:
 1. There shall be a limit of one service entrance sign per delivery entrance to a building, or to an individual unit in a building.
 2. Such sign shall be a wall sign or painted or decaled upon a door.
 3. Such sign shall not exceed two square feet in surface area.
 4. Such sign shall not be illuminated.
 5. Such sign shall not be located above the height of the adjacent door, or seven feet above the individual threshold, whichever is less.
 6. Such sign shall contain information limited to the name and address numerals of the individual tenant, and delivery instructions.
 - F. Signs identifying property for lease or sale with one sign per lot or per principal structure, except on a corner lot where one sign may face each street. No such sign shall exceed six square feet in surface area and no such sign shall be illuminated. All such signs must be removed within 48 hours of the closing on said property.
 - G. No Trespassing or Dumping Signs: A maximum of two (2) No Trespassing, No Dumping, No Hunting signs or the like per lot, each not larger than two square feet in surface area.
 - H. Temporary Window Signs: One or more temporary window signs that advertise only help wanted, sales or special events and, together with all non-exempt permanent window signs, have an aggregate surface area not greater than 50 percent of the total display window surface area of a business premises.

I. Occupational Signs: Occupational signs shall be exempt, provided that:

1. They denote only the name and profession of an occupant in a commercial or institutional building and do not exceed two square feet in surface area.
2. A combination of an address sign and an occupational sign is permitted, provided that such sign does not exceed four square feet in surface area. The use of an occupational sign shall forfeit the right to use a name plate sign.
3. One sign shall be permitted for each building, except for buildings that have more than one entrance for the general public, in which case, one sign shall be permitted for each general public entrance.

J. Directional Signs: Directional signs shall be exempt, provided that:

1. Signs shall not exceed four square feet in surface area, unless otherwise approved by the Village Board or its designee.
2. The maximum height of any ground sign shall not exceed four feet, as measured from the grade at the location of the sign, unless otherwise approved by the Village Board or its designee.
3. There shall be no maximum number of signs, but the number and location of all directional signs shall be determined by the Village Board or its designee as necessary for safety.
4. Unless otherwise determined by the Village Board or its designee, directional signs shall be set back at least 15 feet from the edge of curb of any street or access drive.
5. Directional signs may be illuminated.

9.8-2 General Standards: All signs hereafter constructed, erected, remodeled, relocated or expanded shall comply with the following standards:

- A. General Safety: No sign shall be maintained at any location where by reason of its position, size, shape or color it may obstruct, impair, obscure, interfere with the view of or be confused with any traffic control sign, signal or device, or where it may interfere with, mislead or confuse traffic. These determinations may be made by the Zoning Administrator or Chief of Police. Any sign which causes any other public safety hazard, including but not limited to risks associated with size, shape, materials or construction, shall be prohibited.
- B. Abandoned Signs: Except as otherwise provided in this Zoning Code, any temporary sign installed for a period of 30 days or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned and shall be removed.

Permanent signs applicable to a business suspended because of a change in ownership or management of such business shall be deemed abandoned if the property remains vacant for a period of six (6) months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises.

- C. Removal of Signs: Any sign found to be improperly maintained, abandoned or otherwise in violation of this Section which is not removed or repaired within 30 days of written notice of the Zoning Administrator may be removed or repaired by the Village at the order of the Zoning Administrator. Any expense incidental to such removal or repair shall be charged to the owner of the property upon which the sign is located and shall constitute a lien upon the property.
- D. Master Sign Plan: Any development of property over two acres in size or a building consisting of more than three storefront tenants shall be required to submit a master sign plan for review by the Zoning Administrator. In the case of any planned unit development, this master sign plan review shall take place contemporaneously with the site plan review. Photometric review shall be part of any master sign plan review.
1. A scaled site plan marking the location of driveways, parking, landscaping and buildings noting all building dimensions and location of all signs shall be submitted with the master sign plan.
 2. Developments which are part of a planned unit development submittal shall include standards for consistency among all signs on site with regard to color scheme, lettering or graphic style, lighting, location on site or building, material and sign proportions.
 3. After approval of a master sign plan, no sign shall be installed except in conformance with that master sign plan. Individual sign permits may be filed at anytime but must be attached to and verified by the approved master sign plan. In case of conflict between provision(s) of the master sign plan and other provisions of this Section, this Section shall control.
- E. Permanent Signs:
1. Ground Signs: An establishment located on a single-use lot, an outbuilding or a unified center of less than two acres in size shall be permitted to install one ground sign.
 - a. The ground sign, including the sign face, base and structure, shall not exceed seven feet in height above ground level, and the total sign structure including the land berm, if provided thereunder, shall not exceed 11 feet above the adjacent parking lot grade.
 - b. Each side of the ground sign face shall not exceed 48 square feet.

- c. The ground sign, excluding the sign face, shall be constructed with material generally similar to the material used for the exterior walls of the building identified thereon, which may or may not be masonry or stone, and shall have a maximum surface area equal to the allowable sign face size.
 - 2. Project Identification Signs: Developments over two acres shall be permitted to install one project identification sign at each entrance. A project identification sign shall not exceed eight feet in height above grade and not exceed 32 square feet on either side of the sign face. Signs shall be constructed of materials identical to the material used for exterior building walls.
- 9.8-3 Wall Signs: Wall signs shall be permitted subject to the following regulations:
- A. Any establishment may install a front wall sign or signs, the surface area of which shall not exceed one and one-half (1.5) square feet for every linear foot of wall frontage.
 - B. Additional wall signs may be added on frontage where public access is provided. The total square feet of all wall signs shall not exceed the allowable square footage for the front wall.
 - C. Where more than one establishment occupies a building, each establishment will be allocated signable area based on the amount of linear wall frontage it controls.
 - D. Wall signs shall not project more than 12 inches beyond the wall surface.
- 9.8-4 Window Signs: Any permanent sign painted, gold leafed or attached onto the glass surface area or installed behind a window or in a showcase intended for viewing through the window from outside of the premises shall be subject to the following regulations:
- A. Window signs shall be limited to no more than 20 percent of the total window surface area and no more than 50 percent of the total window surface area in a door.
 - B. The surface area of window signs shall be included in total square footage of permitted wall signs.
 - C. Window signs shall denote only the name and address of the business conducted on the premises and/or a product or products produced or sold or service rendered therein.
- 9.8-5 Awning or Canopy Signs: Letters or logo may be painted or otherwise affixed to any permissible awning or canopy subject to the following regulations.
- A. Letters or logo shall not project above, below or beyond the physical dimensions of the awning or canopy.

- B. Letters or logo shall not be larger from top to bottom than 12 inches, except this will be increased so that letters or logos on awnings shall not exceed one and one-half (1.5) square feet for every linear foot of wall frontage when such letters or logos are the only signage existing on the exterior of the establishment.
- C. Letters or logo shall denote only the name, address and phone or email and website address of the business conducted on the premises and/or a product or products produced or sold or service rendered therein.
- D. Awning or canopy signs shall maintain a free clearance to grade of at least seven (7) feet.

9.8-6 Hanging Signs: One sign per business may be suspended below an awning or canopy subject to the following regulations.

- A. Horizontal dimension shall not exceed the depth of the awning or canopy.
- B. The vertical dimension shall not exceed 12 inches.
- C. Hanging sign shall maintain a free clearance to grade of at least seven (7) feet.

9.8-7 Temporary Signs: No temporary sign shall be installed outdoors except under the following conditions:

- A. Special Events Signs/On-Site: Temporary signs, banners and displays for special events sponsored by religious institutions, schools or other similar institutions are permitted but must be located on property owned or controlled by the religious institution, school or institution, and may be displayed only during a period commencing 30 days prior to and ending three days after the scheduled event.
- B. Special Events Signs/Off-Site: Temporary off-site signs advertising special events shall be permitted on property not controlled by the organization subject to the following regulations:
 - 1. Signs for special events held within the Village, sponsored by community service organizations, are permitted on private property other than the public right-of-way, with the permission of the owner.
 - 2. The total number of signs shall not exceed 10, with each limited to 16 square feet.
 - 3. Each sign shall be securely affixed to the ground or maintained such that it cannot easily be removed or dislodged or present any other safety hazard.
 - 4. The signs may be displayed only during a period commencing 30 days prior to, and ending three days after, the scheduled event.

5. There shall be not more than one sign per lot, except that on a corner lot two signs, one facing each street shall be permitted.
 6. A permit shall be obtained from the Village pursuant to Chapter 33, Section 33.05 of the Lakewood Municipal Code prior to display. Written permission from the owner or owners of the property on which the sign is displayed shall be submitted with the application for the permit.
- C. Real Estate Signs: Where more than 2,500 square feet of a non-residential commercial or industrial building or lot is offered for sale or rent, there shall be permitted one non-illuminated sign facing each public street providing access to the property being offered. Each such sign shall not exceed 32 square feet in surface area and must be devoted solely to the sale or rental of the property being offered. Signs shall be removed immediately upon sale or lease of the property being offered.
- D. Construction Signs: In connection with the construction or remodeling of a commercial building of 2,500 square feet or more, there shall be permitted one non-illuminated sign not exceeding 32 square feet in surface area indicating the names of any or all of the owners and future occupants and of the architects, engineers, and contractors engaged in the construction; on corner lots two signs, one facing each street, shall be permitted. Construction signs shall be removed at the time a permanent sign is installed or a certificate of occupancy is issued, whichever occurs first.
- E. Banners: No banner or other fabric sign of any type may be installed except with a valid sign permit and in compliance with the following regulations:
1. All banners shall be constructed of heavy fabric with hemmed edges and metal grommets.
 2. Horizontal banners no more than 30 feet long and no more than four feet high shall be allowed on commercial structures provided that:
 - a. No more than one banner shall be permitted at any given time and no more than one banner permit shall be issued within any consecutive six-month period to any single business.
 - b. The banner is mounted abutting and flush to the building wall, secured at all four corners and otherwise safely installed to prevent removal or being dislodged.
 - c. The banner is removed 30 days after the issuance of a sign permit.
 3. Vertical banners, ornamental rather than informational in nature, are permitted provided that:
 - a. Banners shall be no larger than eight (8) feet long by three (3) feet wide and provide a minimum vertical clearance of nine (9) feet.

- b. Banners are safely secured by metal braces or frames running the width of the sign at the top and the bottom.
- c. Frames are secured to permanently mounted standards, such as a light pole.
- d. Banners carry no information on merchandise or price.

9.8-8 Placard Signs: Businesses in commercial districts may display placard signs provided that:

- A. The sign portion of the placard is no larger than four (4) square feet and stands no higher than four (4) vertical feet.
- B. Placard signs shall be placed inside the principal structure before the close of the business day.
- C. Placard signs shall not be placed:
 - 1. Within 15 feet of any fire hydrant, emergency facility, intersecting driveway, alley or street; or
 - 2. At any location where the width of paved area for the pedestrian passage is reduced to less than five (5) feet; or within five (5) feet of any marked crosswalk; or
 - 3. On or within any median within any public right-of-way.

9.9 ILLUMINATION

- A. Standards: All signs permitted to be illuminated under the regulations of this Section shall be installed or applied such that signs shall meet the following standards:
 - 1. Wall signs:
 - a. Such signs may be illuminated internally or externally.
 - b. In the case of dimensional signs or individually applied letters, numbers, logos or other copy, illumination may also be placed behind said elements in outline form such that the light source is not visible from direct view.
 - c. Such signs, if illuminated externally, shall either be illuminated from the ground using the same standards as for ground signs given in paragraph 2. of this Section, or from light sources hidden in or along the eave with all lights, fixtures and brackets concealed and shielded from direct view.

2. Ground signs:
 - a. Such signs, if illuminated internally, shall meet the same standards as wall signs.
 - b. If illuminated externally, such illumination shall only be from the ground, with light bulbs contained within a protective casing, and such lighting fixtures concealed by dense, evergreen-type shrubbery.
3. Externally Illuminated Signs: Externally illuminated signs shall have lighting fixtures designed and installed only in such a manner that the direct rays of such lights shall be concentrated on the sign and be prevented from causing a glare on or striking the street or nearby property, or the reflector shall be provided with proper glass lenses concentrating the illumination upon the surface area of the sign so as to prevent glare on the street or nearby property.
4. Proximity to Residential Zoning Districts: Any illuminated sign visible within a direct distance of 100 feet of any residential zoning district (including public rights-of-way, private streets, aisles, etc.) shall be turned off and not operated between the hours of 10 p.m. and 7 a.m., 7 days a week, unless the establishment is engaged in the operation of its business open to the public with employees on the premises during such period.
5. Neon Tubing:
 - a. Exposed neon tubing and exposed light bulbs shall be prohibited.
 - b. Neon tubing used for internal illumination shall be concealed behind translucent covering.
 - c. In non-residential zoning districts only, the use of neon tubing as an inside window or door signage treatment is allowed when such tubing is for the business name, instructional purposes, logos, graphics, products and services.
 - d. No outlining of windows or doors with tubing is allowed.
 - e. Only 30 percent or less of the surface area of any window or door can be covered with the tubing.
 - f. Only one (1) neon sign is allowed per window or door.
6. Signs as defined in Section 9.10 Special Use Permits.

9.10 **SPECIAL USE PERMITS**

- A. Applications for special use permits under this Section 9.10 shall be subject to the procedures and requirements set forth herein as well as Section 15 of the Lakewood Zoning Code.
- B. In its recommending a special use permit, the Planning and Zoning Commission may impose conditions to the extent the Planning and Zoning Commission concludes such conditions are necessary to minimize any adverse effect of the proposed sign on adjoining properties.
- C. A Landscape Plan shall be required for all applications for a special use permit and prepared in accordance with Chapter 21, Landscaping Code of the Lakewood Municipal Code.
- D. Off-Premise Digital Signs: A special use permit shall be required for all Off-Premise Signs. Additionally, the following standards apply:
 - 1. All Off-Premise Digital Signs must be located within a zoning district classified as B-2 or PUD with underlying B-2 zoning.
 - 2. All Off-Premise Digital Signs must be located on lots fronting and primarily facing IL Route 47 or IL Route 176.
 - 3. Each Off-Premise Digital Sign shall be located 3,500 feet from another Off-Premise Digital Sign as the crow flies.
 - 4. Off-Premise Digital Signs must not overhang the right-of-way line.
 - 5. Off-Premise Digital Signs are limited to a maximum height of thirty-five feet, as measured from grade.
 - 6. Off-Premise Digital Signs are limited to a maximum surface area of two hundred forty square feet per face.
 - 7. Each message or image displayed on a digital off-premises commercial advertising sign must be static or depicted for a minimum of ten seconds. **Animation, streaming video, and images that move or give the appearance of movement are prohibited.**
 - 8. All Off-Premise Digital Signs must be programmed to automatically revert to a full black screen in the event of a malfunction.
 - 9. No Off-Premise Digital Sign may be placed so as to obscure or interfere with a traffic control device.

10. The owner of an Off-Premise Digital Sign shall provide the Village of Lakewood with space for community events, public service announcements including Amber Alerts, weather related evacuations, or other emergency situations.
 11. An Off-Premise Digital Sign must not exceed a maximum illumination of three-tenths (0.3) foot candles above the ambient light level when measured from a distance equal to the square root of the square footage of the sign multiplied by one hundred (measurement distance = (surface area x 100)). All digital off-premises commercial advertising signs must have ambient light monitors installed, which automatically adjust the brightness level based on ambient light conditions.
- E. On Premise Digital Signs: A special use permit shall be required for all On Premise Digital Signs. Additionally, the following standards shall apply to all On Premise Digital Signs:
1. The signs shall be allowed only for non-office commercial, school, park or religious institution use.
 2. Only one On Premise Digital Sign may be permitted per zoning lot.
 3. Height and Surface Area:
 - a. The height and surface area of any sign installed on a B-1 zoning district parcel shall be included as part of the total height and square footage of a permitted ground sign, and shall not exceed 33½ percent of the total square footage of a permitted ground sign.
 - b. The maximum height of any sign installed on an AG PD or B-2 zoning district parcel and facing IL Route 47 or IL Route 176 is 25 feet from grade, and the maximum surface area is 100 square feet.
 4. Each message or image displayed on an electronic message board sign must be static or depicted for a minimum of ten seconds. **Animation, streaming video, and images that move or give the appearance of movement are prohibited.**
 5. When the message changes, the prior message shall disappear simultaneously with the appearance of the new message.
 6. All digital advertising signs must be programmed to automatically revert to a full black screen in the event of a malfunction.
 7. Any electronic message board sign must not exceed a maximum illumination of three-tenths (0.3) foot candles above the ambient light level when measured from a distance equal to the square root of the square footage of the sign multiplied by one hundred. All electronic message board signs must have ambient light

monitors installed, which automatically adjust the brightness level based on ambient light conditions.

8. The sign shall not create any increased traffic risks in the opinion of the Zoning Administrator after consultation with the Chief of Police.
- F. Any electronic sign which structure is damaged by any cause by more than 50% as determined by the Zoning Administrator shall be rebuilt in compliance with the Village regulations in force at the time of rebuilding.

9.11 **MAINTENANCE**

A. Standards. Maintenance of signs shall be required, according to the following standards:

1. The owner of a sign and the owner of the premises on which such sign is located shall be jointly and severally liable to maintain such sign and its illumination sources (if applicable) in neat and orderly condition, in good repair, and in good working order at all times, to replace burnt-out light bulbs, and to prevent the development of any rust, corrosion, rotting, peeling of paint or other deterioration in the physical appearance, structural integrity or safety of such sign.
2. Signs shall conform to maintenance provisions of any Village building and electrical codes.
3. The owner of any sign regulated by this Section shall be required to have properly painted or finished all parts and supports of said sign when necessary, unless the same are galvanized or otherwise treated to prevent rust or deterioration.
4. Nothing in this Section shall be construed to permit as “maintenance or repair activities” the changing of a sign face by replacement or repainting of copy with new copy, except for the changeable portion of changeable copy signs.
5. All landscaping surrounding any ground sign shall be maintained in a neat and healthy condition.
6. A new sign permit application shall be required for face changes, and the sign shall then be subject to all provisions of this Section.
7. Failure to apply for copy changes shall render the sign subject to all applicable penalties or remedies of this Section.

9.12 **ADMINISTRATION**

A. Permit Required:

1. Unless otherwise exempted in this Section, no person, firm or corporation shall erect, construct, locate, display, place, structurally or graphically alter, relocate or maintain any sign without having first obtained a valid permit for such sign,

issued by the Village Building Inspector with the appropriate approval as required in this Section.

2. No permit shall be required for repainting, cleaning, and other normal maintenance or repair of a sign structure, provided that such maintenance does not alter the original copy displayed on the sign face(s), the surface area, height, or otherwise in any way render the sign non-conforming.
3. Permits shall be required for the removal or demolition of permanent signs.
4. Illuminated signs shall require both a sign permit and an electrical permit.
5. All sign permit applications, except where a variation is sought, shall be subject to review and final approval by the Village Architect, subject to appeal to the Village Board within 30 days of the final decision by the Village Architect.
6. Each sign proposed to be erected shall require a separate permit.
7. Property owners or tenants, or their sign companies or agents are advised, in the case of questions about these sign regulations, to consult with the Community Development Department in advance of submitting a permit application.

B. Application Procedures: Application for review of a permanent sign shall be made upon a form provided by the Village Building Department and, depending upon the type of signage requested, shall include, at a minimum, the following information:

1. Wall Signs:
 - a. A photograph or diagram illustrating the following information:
 - i. The setback of the building;
 - ii. The signable area;
 - iii. The exact location and outer dimensions of the sign;
 - iv. The proposed height to the top of the sign; and
 - v. Exact representations of the face of the building to which the sign is to be attached shall be illustrated.
2. Ground Signs and Electronic Signs:
 - a. A photograph or diagram illustrating the following information:
 - i. The setback of the building;
 - ii. The location of the sign on the property, including front and side yard setbacks and the distance from the sign to the building;

- iii. The height of the sign;
 - iv. The property frontage; and
 - v. The distance from the sign to adjacent ground signs shall be illustrated.
3. Projecting Signs:
- a. A photograph or diagram illustrating the following information:
 - i. The proposed location of the sign on the building;
 - ii. The distance that the sign is pinned away from the building;
 - iii. The distance from the face of the building wall to the outermost point on the sign;
 - iv. The distance between sidewalk grade and the top and bottom of the sign; and
 - v. Exact representation of the face of the building to which the sign is to be attached shall be illustrated.
4. Canopy, Awning or Marquee Signs:
- a. A photograph or diagram illustrating the following information:
 - i. The complete dimensions of the canopy, awning or marquee to which the sign is attached;
 - ii. The location, outer dimensions and percentage of canopy or awning which the sign or lettering occupies; and
 - iii. The distance from sidewalk grade to the top and bottom of the sign shall be illustrated.
5. Window Signs:
- a. A photograph or diagram illustrating the following information:
 - i. The dimensions of the window or glass surface on which the sign is to be applied;
 - ii. The location and outer dimensions of the sign; and
 - iii. The location of any other window signs on the face of the building on which the sign is to be attached shall be illustrated.

6. Other Requirements for Permanent Signs:
 - a. A photograph or diagram, drawn to scale, illustrating the exact location of all existing and proposed signage on the property and adjoining properties.
 - b. One 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, all exposed structural elements, percentage of message surface area and method of illumination and support.
 - c. One color sample for each color which is proposed to be used in the sign. 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.
 7. Temporary Signs: An application for a temporary sign shall include the same information as for the appropriate permanent sign.
- C. Fees: Every applicant, before being granted a permit hereunder, shall pay to the Village the following fee(s) for each proposed sign or sign structure (e.g. flagpole) as established by this Section:
1. Non-illuminated Signs: Based on cost valuation of the sign; \$25 for the first \$1,000 of cost, and \$3 for each portion of \$1,000 of cost thereafter per sign.
 2. Illuminated Signs: Same basis as non-illuminated signs, plus an \$86 electrical permit fee per sign.
 3. Plan Review Fee: \$116 per sign.
 4. Temporary Signs: \$50 permit fee per sign, valid for 30 days and not renewable.
- D. Standards for Review and Approval: All sign permit applications will be reviewed according to the physical parameters and design standards contained in this Section.
1. If the work authorized under said permit has not been completed within 90 days following the permit issue date, said permit shall become null and void. No refund of permit fees shall be issued.
 2. If 90 days has elapsed, a new application shall be required if the permittee desires to erect the sign originally contemplated. However, such application shall be reviewed according to the standards of the Village then in force, and no rights to previous standards under which the original permit was issued shall exist.
- E. Limitations: Sign permits shall allow the erection, re-erection, alteration, relocation, affixing or painting of a sign only on the property designated in the permit and only by

the person to whom the permit was issued and shall not be transferable. A separate sign permit must be obtained for each sign for which a permit is required.

9.13 **ENFORCEMENT**

A. Obsolete Signs:

1. Any obsolete sign shall be removed by the owner, agent or person having the beneficial use of the building, structure or lot upon which such sign is located within 10 days after the cessation of such business or sale of such product that renders the sign obsolete. Such a sign shall be deemed abandoned.
2. If such sign is not removed within 10 working days of being abandoned, the Zoning Administrator shall give written notification to the owner or agent of such failure.
3. If such sign is not removed in this time period, the Village may take all necessary legal action to ensure the removal of such sign.
4. The expense incident thereto shall be paid by or be recoverable from the owner of the building, structure or lot upon which the sign is located; and said expense shall be a lien upon such premises until paid.

B. Unsafe Signs:

1. Any unsafe sign shall be removed by the owner, agent or person having the beneficial use of the building, structure, or lot upon which such sign is located immediately after written notice is given by the Village to said owner, agent or person.
2. Notwithstanding the foregoing provision, the Zoning Administrator is authorized to cause any sign to be removed summarily and without notice, at the sole expense of the owner, agent or person having the beneficial interest in the building, structure, or lot on which such sign is located, whenever the Zoning Administrator determines that such sign is an immediate peril to persons or property.
3. The Zoning Administrator shall refuse to issue any sign or building permit to any permittee or owner who refuses to pay costs of any sign removal or repair so assessed.

C. Non-Conforming Signs:

1. Legal Non-Conforming Signs: Any sign lawfully existing as of the date of the adoption of this Section which does not conform to one or more of the provisions

contained herein shall be deemed to be a legal non-conforming sign and may be continued in operation and maintained subject to the following requirements:

- a. Legal non-conforming signs that are permanent signs:
 - i. The owner or beneficial user shall maintain such sign in good condition and repair;
 - ii. Such sign shall not be changed or altered in any manner, including face changes (i.e. replacement or repainting of copy with new copy, except for the changeable portion of changeable copy signs); shall not be changed to any other nonconformity; shall not be expanded; shall not be structurally altered to prolong its useful life; and shall not be moved in whole or part to any other location where it would remain nonconforming;
 - iii. Such sign shall not be continued in use after change of occupancy of the business, owner, or activity to which the sign pertains;
 - iv. Cosmetic-type non-conforming features (such as painting, concealment of electrical fixtures with landscaping, burying of electrical service drops and the like) shall be rendered conforming within 90 days after the date of adoption of this Section, weather permitting.
- b. Legal non-conforming signs that are not permanent signs:
 - i. The owner or beneficial user shall maintain such sign in good condition and repair;
 - ii. Such sign shall not be changed or altered in any manner, including face changes; shall not be changed to any other nonconformity; shall not be expanded; shall not be structurally altered to prolong its useful life; and shall not be moved in whole or part to any other location where it would remain nonconforming;
 - iii. Such sign shall not be continued in use after change of occupancy of the business, owner or activity to which the sign pertains;
 - iv. Such sign shall be removed within 90 days after the date of adoption of this Section.
 - v. Wall signs that have a nominal value of less than \$150 shall not be deemed to be permanent signs and shall be subject to the provisions of this Section.

- c. Any violation of any of the provisions of this Section at any time shall immediately terminate the right to maintain the existence of a legal non-conforming sign.
 - d. If during the grace period any legal non-conforming sign is damaged or destroyed, by any means whatsoever, to the extent that its repair or replacement cost exceeds 50 percent of its replacement cost as of the date it became non-conforming, the right to maintain the existence of a legal non-conforming sign shall be immediately terminated, and the sign may not be rebuilt or used thereafter.
 - e. In the event the damage or destruction of the legal non-conforming sign is less than 50 percent of its replacement cost, the sign may be rebuilt to its original condition and may continue to be displayed until the end of the grace period. The funds and effort expended on such rebuilding, however, shall not be grounds to justify a waiver of the requirement for the sign to conform, or to extend the time that the sign may remain non-conforming.
 - f. Normal maintenance of legal non-conforming signs, necessary non-structural repairs and incidental alterations which do not extend or intensify the non-conforming features of the sign, shall be permitted during the grace period.
 - g. Legal non-conforming signs that are permanent signs which are within 10 percent of compliance of any height, surface area or location requirements, and which otherwise conform to all other provisions of this Section, shall be deemed to be conforming for the purposes of these regulations.
2. Any legal non-conforming sign that has not been removed, altered or relocated by the applicable time frame stated herein so as to render it conforming shall thereafter be deemed a non-conforming sign, and such sign may then be subject to prosecution by the Village in an applicable court of jurisdiction to achieve its removal.

D. Confiscated Signs:

- 1. Any signs in violation of any provision of this Section may be removed by the Village and placed into temporary storage.
- 2. Confiscated signs will be released upon payment of a storage fee of \$25 per sign, payable to the Village.
- 3. The Village shall not be responsible for loss of or damage to any confiscated sign while in storage.

4. The Village shall not be responsible to notify the owner or agent of said sign that it was confiscated and placed into storage.
 5. The Village shall not be obligated to keep said sign in storage beyond five working days, after which time it may be discarded.
- E. Notice: The owner of the premises on which the sign is located shall be the responsible party for the purpose of receiving notice under any section of this Section.
- F. Penalties for Erecting Off-Premise Subdivision Identification Signs:
1. Any person, firm or corporation that erects off-premise subdivision identification signs, commonly referred to as “tracker signs”, in violation of Section 9.4 Prohibited Signs herein shall be assessed a fine of \$100 per sign.
 2. In the event said fine(s) is not paid within 48 hours after a violation and the violation is not cured, the Village shall enforce a 48-hour moratorium on all construction activities, building permits, certificates of occupancy and building inspections for the residential development advertised. The 48-hour moratorium will begin the first weekday after the fee deadline has passed.
 3. In the event that a builder or developer, or their agent, erects a subdivision identification sign within the Village that advertises a development outside the Village limits, the Village shall enforce the aforementioned moratorium for any construction activities, building permits, certificates of occupancy and building inspections related to any of the builder’s or developer’s construction activities within the Village. The 48-hour moratorium will begin the first weekday after the fee deadline has passed.
- G. Abatement: Any sign violating any provision of this Section may be removed by the Village pursuant to the following:
1. Notices: Notices shall be sent to the owner of record, as well as to the address where the sign is located, via pre-paid first class mail, stating that the sign is in violation of this Code and must be removed within 48 hours of receipt of the notices. For purposes of this Section, notice shall be deemed received 24 hours following its deposit with the U.S. Postal Service.
 2. Abatement by Village: If the sign is not removed within 48 hours of receipt of the notices, or if the owner of the real estate cannot be found, the Village may cause the abatement or removal of such sign.
 3. All costs and fees, including reasonable attorneys’ fees incurred by the Village in enforcing this Section, shall be the joint and several responsibility of the owner of record where the illegal sign was located and the occupant(s) of the property where the illegal sign was located.

9.14 VARIATIONS

- A. Variation Provisions: If specific standards or requirements contained in this Section preclude a proposed sign from being erected, the applicant may request a variation, subject to the following provisions:
1. Procedure:
 - a. A petitioner shall file with the Village Clerk a written petition addressed to the Village of Lakewood c/o the Village Clerk requesting a variation and setting forth a brief statement of the grounds.
 - b. At the time of filing said petition, a sign variation review fee pursuant to Exhibit A in Chapter 20 of the Lakewood Municipal Code shall be submitted.
 - c. The petition shall set forth the fact in detail concerning the proposed variation and practical difficulties and shall have attached to a diagram or plan showing the result that the proposed variation would have on the subject sign and property in question.
 2. Standards for Variations: In granting the petition, the Planning and Zoning Commission shall make recommendation to the Village Board that it finds the following to exist:
 - a. That such a variation is harmonious with the intent and purposes contained in Section 9.1 herein; and
 - b. That there are practical difficulties or particular hardships in carrying out strict compliance with this Section, or any part hereof, relating to the construction, alteration, maintenance, repair, or remodeling of any sign. Practical difficulties or particular hardships shall be proven by evidence demonstrating that (1) the plight of the owner is due to unique circumstances and (2) the variation, if granted, will not alter the essential character of the locality in which it is located; and
 - c. That the variation will maintain and/or enhance the historic and architectural character of a site or structure.
 3. Village Board Action:
 - a. The Village Board, may, without further action, grant or deny any petition for variation.

- b. In granting such a request, the Village Board shall have the right to impose any and all such further conditions upon the petitioner as they may deem to be in the best interests of the Village.
- c. If granted, a variation must be acted upon within six months, as demonstrated by the issuance of a valid sign permit, or the permitted variation shall be deemed null and void without any further action by the Village.

B. Appeals: Appeals of the interpretation of this Section by the Zoning Administrator are heard first by the Planning and Zoning Commission, followed by a recommendation to the Village Board who shall have final decision making authority. All hearings and determinations shall be subject to all provisions of this Zoning Code.

C. Revocation of Variations:

- 1. At any time following the granting of a variation, the Village Board may, upon written notice to the property owner, consider revocation of the variation which allowed construction of such sign, conduct a hearing to consider revocation of the variation which allowed construction of such sign.
- 2. The variation may be revoked if the Village Board finds that the conditions imposed with the variation have been violated or the conditions which formed the basis for the variation no longer exist.
- 3. Termination of Variation by Change of Business Ownership: Any sign subject to a variation must be brought into compliance with this Section upon any change in the ownership or control of such business or the new owner or controlling party must apply for a new variation.