



VILLAGE OF  
**WOODVILLE**

**APPLICATION FOR ERECTING OR ALTERING  
SIGNS, CANOPIES, AWNINGS AND BILLBOARDS**

In accordance with Section 525-46 signs shall not be erected or altered until a permit has been issued by the Zoning Administrator. "Altered" shall be defined as any modification in the size, height, dimensions, location or mounting of a sign other than routine maintenance.

Name of Person, Firm, or Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dimensions, including display surface: \_\_\_\_\_

Materials: \_\_\_\_\_

Illumination: \_\_\_\_\_ Wiring \_\_\_\_\_

Height above grade: \_\_\_\_\_ Distance from lot lines: \_\_\_\_\_

Permit Fee: A permit fee of \$75.00 made payable to the Clerk-Treasurer must accompany application.

**Insurance:** Proof of Liability Insurance with limits of \$100,000 for bodily injury and \$200,000 aggregate and \$100,000 property damage must be presented to the Zoning Administrator before the sign permit is granted. Attach copy of signed approval from the Zoning Administrator.

**Inspection:** The applicant shall, upon completion of the installation, relocation or alteration of the sign, notify the Zoning Administrator who will assure that the sign complies with the regulations of this article. If a building permit is also required, the applicant shall also notify the Building Inspector.

**Appeals:** The Zoning Administrator may, at any time for a violation of Article VII, revoke a permit or require changes so that the sign conforms to this article. The holder of a revoked permit shall be entitled to an appeal before the Village Board. Any person, firm or corporation aggrieved by any permit denial or decision by the Zoning Administrator relative to the provisions of these sign regulations may appeal and seek review of such decision by the Village Board.

Signature of applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:** Permit Fee of \$75.00 paid on: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Receipt #: \_\_\_\_\_