SIGN PERMIT HANDOUT

City of Batavia
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Purpose of the Sign Ordinance

The Sign Ordinance was developed to balance the needs of businesses to advertise with the community's desire for an attractive, less cluttered appearance in its commercial areas. In 1996, the City's Department of Community Development, along with consultation from several local sign makers, revised the current ordinance. Consequently, the ordinance is now 11 pages shorter than the old ordinance and easier to read for both the applicant and City staff.

Below are the basic requirements for obtaining a Sign Permit in the City of Batavia.

When do I need a Sign Permit?

Sign Permits are required for any permanent signs that are freestanding, attached to a wall, in a window or on an awning. A sign is any structure, words or logos that advertise the name or products of a business.
Signs are not required for items such as flags, memorial signs, for rent/for sale or temporary signs. However, exempt signs must comply with the Sign Ordinance.

What Signs are not allowed?

The following signs are not allowed by permit:

> Signs on roofs
> Signs with flashing lights
> Off-premise signs

Basic Application Submissions

Before a sign is erected, the following information is required:
Sign Permit Application
Illustration of the proposed Sign with dimensions, lettering andmaterials
Freestanding signs require a siteplan
All other signs require drawings toshow sign location on the buildingfaçade

What is a Special Sign Application?

Special Sign applications are required for any signs that exceed the thresholds of the Sign Ordinance. If thresholds for size, location, height and number of signs are exceeded, then the City's Planning and Development Committee must review a sign proposal.

Special Signs are an exception and are not encouraged. Applicants must prove there are no other means to achieve their advertising goals.

What are the Fees?

Sign Permit: $25
Special Sign Permit $50
Portable Signs $10