

## **APPROVALS AND PERMITS FOR SIGNS IN THE VILLAGE CENTER HISTORIC DISTRICT**

A sign permit must be obtained from the Building Department prior to installing signage on any property within the Village of Ridgewood. Sign requirements vary with each zone. Please verify zone district and refer to Chapter 190-122 of the Village Code before preparing and submitting your sign application. Only **one sign** per business is permitted. If the sign does not meet the requirements of the Village sign ordinance, you have the option of redesigning it to meet the code or applying for a variance, which takes several months and may (or may not) be approved.

When a building is located within the Historic District, the application must also be reviewed by the Historic Commission. To be placed on the Agenda of the Historic Commission, which meets the second Thursday of each month, please submit your application two weeks in advance. The following information is needed for sign applications:

- Elevation drawing (to scale) of building/facade showing location of door (s) and window(s). Provide dimensions from lease line to lease line. *(Sign affixed to facade may be a maximum of 75% of the horizontal width of the facade, if facade is greater than 15 feet. If facade is less than 15 feet in width the sign may be up to 90% of the horizontal width of the facade.)*
- Sign detail showing proposed typeface, letter height, logo, dimensions of sign panel (if applicable), and color(s). *(Maximum letter height is 16 inches irrespective of lines in sign message. Maximum sign panel height is 24 inches. Any logo must fit within the 16" maximum letter/message height.)*
- Installation detail.
- If a “box” sign, all dimensions including size and depth of box. *(Maximum depth for box signs in Ridgewood is six (6) inches.)* Please note that light may shine through letters and logo only. Background must be opaque. *(In general, box signs are discouraged in the Historic District because they are not characteristic of the early 1900’s when the District initially developed.)*
- For window signs affixed or hung within 24" of the inside window glass or door glass, provide dimension of glass area on which sign is to be affixed or hung. *(Sign may be up to 20% of the area of said glass but may not exceed 36 square feet; the more restrictive limitation shall apply.)*
- Photograph of building/facade including building/facade on either side.
- Type of illumination and if lighting is indirect, such as a gooseneck or spotlight, the manufacturer’s detail of proposed fixture(s) and illumination pattern.

Within 7 days of the meeting, the HPC Secretary will issue a report containing the HPC’s recommendation. If no other Board approvals are required and the applicant receives a favorable recommendation from the HPC, the Secretary may sign the construction permit folder in the Building Department. Applications requiring Planning or Zoning Board approval of variances must obtain a resolution of approval from the respective Board before a permit may be issued by the Building Department. (See the Board Secretary for further instructions.)

***Signs installed without a permit are subject to a zoning violation and a fine.***