

# Sign Permit/Variation – Design Review Application Process Flow Chart

**Applicant Submits  
Completed Application  
Form with All Required  
Attachments**  
(1 hard copy & 1 electronic copy)



**Village Staff  
Review**



Staff deems application complete and sends  
notice for public hearing/meeting, if necessary.



**Design Review Board  
Review & Final Action**  
(3<sup>rd</sup> Thursday of Month)



**Village staff must issue  
sign permit prior to  
Applicant installing  
sign.**