

## **SIGN APPEARANCE REVIEW AND PERMITTING PROCESS**

1. An application and associated plans/documents (identified below) must be submitted electronically by using the Village's File Upload Page, available at: <http://wftp.wheelingil.gov/CD-Uploads/Upload.asp>. **A separate permit application is required for each sign.**

### **Required materials:**

- a. Completed and signed permit application (one permit application is required per sign). All parties must be identified clearly on application form. The sign installer and electrician (if needed) must have a current license on file with the Community Development Department. To confirm a current license is on file, please call (847) 459-2620.
  - b. Please refer to the next page, SIGN DESIGN AND SPECIFICATION SHEET INFORMATION, for additional information on sign design and specification requirements.
2. Plan Commission sign appearance review is required for every sign prior to the issuance of a sign permit. Most signs are eligible for Consent Agenda review (the Commission approves multiple items in a single vote without discussion). Attendance is not required for Consent Agenda review. If a sign is placed on the regular agenda, Staff will inform the petitioner that attendance is required.
  3. Permit processing.
    - a. Final drawings must be submitted, if design modifications are required during Plan Commission appearance review.
    - b. Payment of sign permit fees. Permit fees are calculated based on the total sign area. Signs requiring any electrical work other than directly connecting to a power source will be assessed an electrical fee.
  4. Schedule inspection. An inspection must be scheduled prior to the sign installation to allow the Village Inspector to be present during the sign installation. Signs installed without inspection may need to be removed in order for wiring and mounting technique to be inspected. Please contact J.U.L.I.E. for freestanding signs requiring new structures to be erected.
  5. Winter installations (November-March). Any landscaping or facade work not able to be completed at the time of original installation due to unfavorable weather must be completed by June 1st. Failure to complete the required work will result in a fine of \$1,000 per week or portion thereof. These fines will be assessed first to the applicant listed on the permit form and then to the owner of the property.

## **SIGN DESIGN AND SPECIFICATION SHEET INFORMATION**

The following supplemental information shall be provided at the time of application submission. Failure to provide any of the following information will cause delays in the review process.

The Sign Code ([Title 21 of the Municipal Code](#)) includes sample landscaping plans and sign drawings, please refer to [Chapter 21.09: Appendix A](#) for additional information.

### **All Signs: The sign drawings must include the following for each sign:**

- Sign plans must be in full color (black and white copies will not be accepted) and include construction materials of the sign.
- Illumination method clearly identified on the sign plan and specifications, including electrical wiring and components. For external illumination, details/specifications on the lighting fixture(s) must be provided.
- Dimensions of the sign(s).
- Each sketch for a proposed sign must be marked as “Approved” by the property owner.
- The initial drawing date, and any subsequent revision dates, must be clearly shown on the plan.

### **Wall Signs:**

- Cabinet style wall signs (can/box signs) are prohibited.
- Wall signs including a graphic element or a tagline are eligible for a sign area bonus. A wall sign incorporating a graphic element may receive up to a 50% bonus, so that the total sign area could be equal to 1.5 square feet for every lineal foot of building/unit frontage for the wall on which the sign is located.
- A photo of the exterior building elevation with a rendering of the proposed sign installation location. The building wall(s) where the proposed sign(s) is to be mounted shall include the length and height dimensions of the wall.
- Any existing wall signs on the building.
- Wall sign permits will be issued only following Village inspection of the subject wall to confirm that wall has been patched and painted to repair holes and stains from previous sign installations. For signs installed in late fall or winter, the facade repairs shall be completed prior to the first day of June following sign installation.

### **Freestanding Signs:**

- Monument style signs are preferred. Use of materials such as stone and wood is encouraged.
- Scaled site plan or plat of survey indicating the sign location, property lines, and setback distance between the sign and the property line.
- Landscaping plan which includes a table with plant species name, quantity and size meeting the landscaping requirements for freestanding signs in the Village Code [\(21.06.500\(b\)\(1\)\(D\)\)](#).
- Structural foundation plan.



**APPLICATION MUST BE TYPED – HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**  
**Separate application required for each sign**

\*\*For Internal Use\*\*

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**WALL SIGN**

Total Sign Area: \_\_\_\_\_ (sq. ft.)

Sign Location: \_\_\_\_\_  
 (i.e., north façade wall)

Illuminated:  Yes  No

Lineal footage of building facade: \_\_\_\_\_ ft.

Replacing a sign in the same location:  Yes  No

Describe method of installation: \_\_\_\_\_

I understand that failure to complete required facade repairs will result in \$1,000 per week fine:

\_\_\_\_\_  
 (Print Name of Party responsible for facade repairs)

\_\_\_\_\_  
 (Signature)

**FREESTANDING SIGN**

Total Sign Area: \_\_\_\_\_ (sq. ft.)

Sign Location: \_\_\_\_\_  
 (i.e., east property line, etc.)

Illuminated:  Yes  No

Setback (from sign to property line): \_\_\_\_\_ ft.

Landscaping Plan prepared by: \_\_\_\_\_

Size of Landscaped Area: \_\_\_\_\_ sq. ft.

I understand that failure to complete required landscaping or other sign features will result in \$1,000 per week fine:

\_\_\_\_\_  
 (Print Name of Party responsible for landscaping)

\_\_\_\_\_  
 (Signature)

**Petitioner: All correspondence will be sent only to the Petitioner identified below.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

I, as the Petitioner, hereby acknowledge that I have completely read and understand the requirements of this application and confirm that this application has been completed truthfully to the best of my ability.

\_\_\_\_\_  
 Signature

**PERMIT INFORMATION (OFFICE USE ONLY)**

SCBA Docket No. \_\_\_\_\_ PC Approval Date: \_\_\_\_\_  
 Façade Inspection:  Yes  No  N/A      Structural Review Required?:  Yes  No



**CONTACT INFORMATION**

**Business Owner/Manager:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Sign Installer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Electrician:** \_\_\_\_\_ Phone: \_\_\_\_\_

Must supply license & \$10,000 bond

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

(required)

Address: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned, being duly sworn on oath, does state that he/she is the owner of the property as set forth herein and that the Petitioner, identified as \_\_\_\_\_, has been authorized to submit an application for sign appearance review upon the property located at:

\_\_\_\_\_ and that the proposed work and all related inspections are hereby authorized. A copy of the sign design has been reviewed by the undersigned Owner (attach copy of design with Owner's initials).

**Property Owner**

\_\_\_\_\_  
*Signature of owner*

**SUBSCRIBED and SWORN**

to before me this \_\_\_\_\_ day  
of \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

**Note:** For properties held in a trust, a letter of authorization is required from the trust officer.