

## Sign Appearance Review and Permitting Process

1. Send draft materials to Staff for review (electronic submittal preferred).
2. Submit application and required materials. Materials must be submitted 14 days prior to the meeting. Separate application form required for each sign. Required materials:
  - a. Signed application form (one per sign) and owner's authorization specific to proposed sign.
  - b. Sign design and specification sheet. All elements must be labeled and dimensioned. Must include diagrams showing internal components and mounting style. Describe illumination (internal vs. external, LED vs. neon).
  - c. Additional for freestanding signs: sign location plan (dimensioned, showing sign and property lines), landscape plan, and structural diagram.
3. Plan Commission review of appearance. 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.
4. Optional: May fabricate sign following appearance approval.
5. Permit processing.
  - a. Final drawings must be submitted (if design required modification during appearance review).
  - b. All parties must be identified clearly on application form.
  - c. The sign installer and electrician (if needed) must have a current license on file with the Community Development Department. Call (847) 459-2620 to confirm.
  - d. Final review of installation details and installation area. Structural design review for freestanding signs and facade review for wall signs. See notes regarding winter installations below (item 7).
  - e. Submit payment and receive permit. Staff calculates fee amount based on the total sign area (see Schedule of Fees). The base fee is doubled for signs installed prior to permit issuance. Signs requiring any electrical work other than directly connecting to a power source will be assessed an electrical fee.
6. Schedule installation. **Must schedule Village inspection during installation.** Signs installed without inspection may need to be removed in order for wiring and mounting technique to be inspected. Call JULIE for freestanding signs requiring new structures to be erected.
7. Winter installations (November-March). All landscaping or facade work not completed at the time of original installation 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 responsible party listed on the permit form and then to the owner of the property.

## Sign and Landscaping Design Guidance

1. The Sign Code (Title 21 of the Municipal Code) includes sample landscaping plans and sign drawings. See Chapter 21.09: Appendix A.
2. Freestanding signs: monument style signs are preferred. Use of materials such as stone and wood is encouraged.
3. Wall signs: visually interesting signs are preferred. Cabinet style wall signs (can signs) are prohibited. Wall signs including a graphic element or tagline are eligible for a sign area bonus.

**WALL SIGN PERMIT APPLICATION**

Separate form required for each sign - other required materials must be attached

Project Name (Business): \_\_\_\_\_ Address: \_\_\_\_\_

Sign style: \_\_\_\_\_ Elevation: \_\_\_\_\_  
(i.e., channel letter, panel, etc.)

**Contact Information**

Select box for primary contact or project manager. NOTE: Owner authorization must include specific design.

Role	Name	Contact Information
Property Owner / Manager (required)		Address: Email: Phone: _____ Cell: _____
Business Owner / Manager		Address: Email: Phone: _____ Cell: _____
Sign Manufacturer		Address: Email: Phone: _____ Cell: _____
Sign Installer		Address: Email: Phone: _____ Cell: _____
Electrician (Supply license & \$10,000 bond)		Address: Email: Phone: _____ Cell: _____

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

\_\_\_\_\_  
Party responsible for facade repairs (print)

\_\_\_\_\_  
Signature

The undersigned applicant or project manager certifies that the statements in this application are true and correct.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Signature

**PERMIT INFORMATION (OFFICE USE ONLY)**

Sign Design Approval

Fee Calculation

SCBA Docket No. \_\_\_\_\_

Base Fee: \_\_\_\_\_ Electrical Fee: \_\_\_\_\_

PC Approval Date: \_\_\_\_\_

Sign Area Fee (\$0.75 / sq ft): \_\_\_\_\_

Facade inspection: \_\_\_\_\_

Total fee amount: \_\_\_\_\_

Issued by:	Date:	Permit Number:

**FREESTANDING SIGN PERMIT APPLICATION**

Separate form required for each sign - other required materials must be attached

Project Name (Business): \_\_\_\_\_ Address: \_\_\_\_\_

Sign style: \_\_\_\_\_ Location: \_\_\_\_\_  
(i.e., monument, pylon, EMC)

**Contact Information**

Select box for primary contact or project manager. NOTE: Owner authorization must include specific design.

Role	Name	Contact Information
Property Owner / Manager (required)		Address: Email: Phone: _____ Cell: _____
Business Owner / Manager		Address: Email: Phone: _____ Cell: _____
Sign Manufacturer		Address: Email: Phone: _____ Cell: _____
Sign Installer		Address: Email: Phone: _____ Cell: _____
Electrician (Supply license & \$10,000 bond)		Address: Email: Phone: _____ Cell: _____

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

\_\_\_\_\_  
Party responsible for landscaping (print)

\_\_\_\_\_  
Signature

The undersigned applicant or project manager certifies that the statements in this application are true and correct.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Signature

**PERMIT INFORMATION (OFFICE USE ONLY)**

Sign Design Approval

Fee Calculation

SCBA Docket No. \_\_\_\_\_

Base Fee: \_\_\_\_\_ Electrical Fee: \_\_\_\_\_

PC Approval Date: \_\_\_\_\_

Sign Area Fee (\$0.75 / sq ft): \_\_\_\_\_

Structural Review: \_\_\_\_\_

Total fee amount: \_\_\_\_\_

Issued by:	Date:	Permit Number:

**OWNER'S AFFIDAVIT FOR SIGN PERMIT APPLICATION**

*(Not required if petitioner is property owner)*

Property owner authorizes the petitioner to submit the application and proceed to public review, project completion, and related inspections.

The undersigned, being duly sworn on oath, does state that he/she is the owner or legal representative of the property as set forth herein and that \_\_\_\_\_ has been  
*(Name of petitioner - NOT property owner)*  
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).

Petitioner (applicant)

Owner / legal representative

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**SUBSCRIBED** and **SWORN**  
to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of owner/legal representative*

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

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