

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

SIGN PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

BUSINESS OWNER / OTHER INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

(OVER – Go to Page 2)

For Office Use Only

Submittal Checklist: Application Complete Submittal Checklist Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

SIGN PERMIT WORKSHEET

DESCRIPTION

Sign Location: Awning Canopy Freestanding/Monument
 Projecting Roof Wall Window

Number of Signs: _____

Are the sign(s) illuminated? Yes No

Additional Comments: _____

SUBMITTAL CHECKLIST

Plat of Survey showing all existing structures, proposed and existing signage, and the landscaping area for any freestanding sign(s).

ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

Village of South Elgin
Sign Permit Fact Sheet



SUBMITTAL REQUIREMENTS:

1. Complete, sign and date the permit application.
2. **All sign requests** must submit **color** sign elevation(s) showing height, length, and depth dimensions, which are clearly illustrated, and **drawn to scale**.
3. All awning, canopy, projecting, roof, wall and window sign requests must submit a building elevation designating the installation location with all façade dimensions, including doors and windows, and signage clearly illustrated, drawn to scale. A plat of survey may be required.
4. All freestanding sign requests must submit a plat of survey and a site plan showing existing and proposed structures and signs, drawn to scale. All NEW or RELOCATED freestanding sign requests must provide a CLASS II SITE PLAN REVIEW FEE of \$100.
5. All advertising, electronic message center and marquee sign requests must submit all required documentation and fees for the SPECIAL USE PERMIT APPLICATION.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

Covenants are not enforced by the Village of South Elgin.

PERMIT FEE:

1. A \$50 fee shall be charged for a permit to erect a non- illuminated sign. \$10 per each additional sign. Payable when permit is issued.
2. A \$100 fee shall be charged for a permit to erect an illuminated sign. \$10 per each additional sign. Payable when permit is issued.
3. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. A final inspection is required when the work is complete. Failure to schedule an inspection will result in penalties.

MINIMUM REQUIREMENTS 156.10.B:

1. General Requirements. All signs shall meet the construction and design standards of this Article and of Chapter 150 (Building Regulations).
2. Installation. All signs shall be installed so that necessary supports and braces are an integral part of the sign design.
3. Location. All signs shall comply with the following standards.
 - a. Public Property. Signs may only be placed on public property by a government agency or as authorized by this Section. Any sign placed on public property without authorization may be removed without notice.
 - b. Private Property. Signs may only be placed on private property with prior consent of the property owner and, if applicable, pursuant to an approved minor site plan review issued by the Zoning Administrator.
 - c. Building Exterior. A sign mounted on the exterior of a building shall not conceal any windows, doors, or unique architectural features. This standard does not apply to window signs.
 - d. Visibility Obstruction. Minimum clear sight distance at all intersections shall be in accordance with § 156.05.D.3 (Visibility Obstruction) and other applicable guidelines, whichever is greater.

- e. Special Areas of Control. The Village Board may designate geographic areas within the Village as a special area of control for purposes of these regulations. A special area of control is an area in which special standards are drafted in order to incorporate a wider variety of sign design, or to address unique communication needs.
 - (1) The Village designates park lands within the Village of South Elgin as Special Areas of Control. Any organization that has executed a formal contract with the Village concerning the use of park land and that has a published set of by-laws, rules or regulations governing sponsorship relationships that is consistent with Village ordinances and policies, may apply for a sponsorship sign permit to permit that organization to affix signage advertising the businesses and other sponsors of the organization. The application for sponsorship sign permits shall be reviewed by the Village. After review and comment by the Village, the proposed signage program shall be subject to approval by the Village Board.
 - (2) Nothing contained herein shall constitute a declaration by the Village that park lands are now a public forum nor shall anything contained herein constitute a waiver of any time, place and manner restrictions on assemblies or speech in Village parks.
- 4. Illumination. All signs shall comply with the following illumination standards.
 - a. Electrical Components. All electrical components used in the construction of a sign shall be installed and maintained as required by Chapter 150 (Building Regulations).
 - b. Light Level.
 - (1) LED Lighting. The light level of an illuminated sign lit with LED bulbs shall be no greater than 5,000 nits of luminance from dawn to dusk, and no greater than 150 nits of luminance from dusk to dawn.
 - (2) Non-LED Lighting. The light level of an illuminated sign lit with bulbs other than LED bulbs shall be no greater than one foot-candle at any time of day as measured at the curb line.
 - c. Direct Light and Glare. All sign illumination shall be located, shielded, and directed to illuminate only the sign face and to prevent direct light or glare from being cast upon adjacent rights-of-way and surrounding properties. No sign illumination may be combined with reflective materials, such as mirrors, polished metal, or highly-glazed tiles, which would increase glare.
 - d. External Illumination. Externally illuminated signs shall be illuminated by steady, stationary, fully shielded light sources concentrated on the face of the sign so as not to cause glare.
 - e. Neon Signs. Marquee signs may be illuminated with neon. Window signs that are illuminated with neon are allowed in accordance with the standards of § 156.10.D.2.h (Window Signs).
 - f. Hours of Operation. Illuminated signs shall be turned off from 11:00 p.m. until 7:00 a.m., or 30 minutes after close of business, whichever is later. Uses that remain in operation between 11:00 p.m. until 6:00 a.m. are exempt from this requirement during the period of operation only.
- 5. Message Substitution. Any permitted sign may contain, in lieu of any other message or copy, any lawful non-commercial message, so long as the sign complies with the size, height, area, location, and other requirements of this Section.
- 6. Maintenance, Inspection, and Removal.
 - a. Maintenance. All signs, support structures, and the area immediately adjacent to signs shall be regularly maintained, including cleaning, repainting, and repairs. No sign may be

constructed, erected, or maintained in a manner that is unsafe, insecure, or a danger to the public.

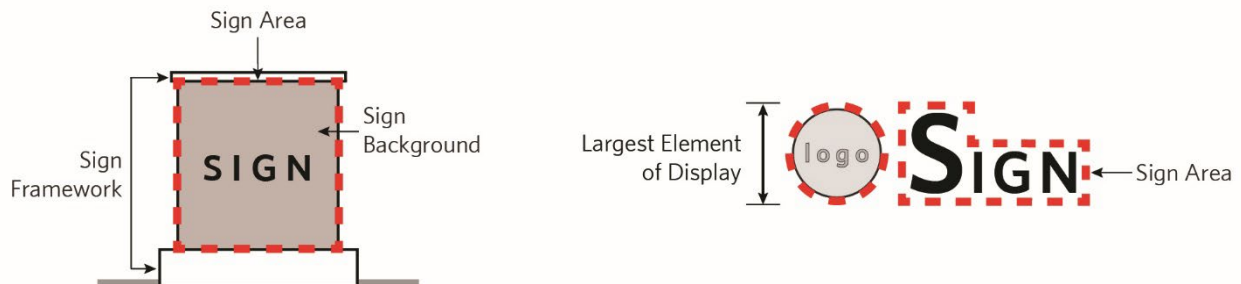
- b. Inspection. The Village may inspect any sign regulated by this Section at any time to determine whether the sign is in need of repair or removal, or whether it is in conformance with the provisions of this Section.
- c. Removal of Unsafe Signs. Any sign that is an immediate peril to persons or property may be removed by the Village without prior notice to the owner thereof. The cost of removal will be billed to the property owner.
- d. Removal of Obsolete Signs. Any permitted sign may remain in place after a use has vacated the subject premises, provided the sign is left non-illuminated and sign copy is removed within 30 days after the use vacates the premises. If a new on-site use for the sign has not commenced within six months of the previous use vacating the premises, the sign shall be deemed abandoned, and is subject to the provisions of § 156.11.D.6 (Discontinuation or Abandonment of Nonconforming Signs).

§ 156.10.C Sign Measurement Standards

The following standards shall control the measurement of sign area and sign height.

- 1. Measurement of Sign Area. Refer to Figure 156.10.C-A. Sign Area Measurement and Figure 156.10.C-B. Measurement for Signs with Multiple Faces.
 - a. Signs with Backgrounds. For signs mounted upon a background, sign area is measured as the entire area of the sign face or background of the sign used to distinguish the sign from the structure upon which it is placed, unless otherwise noted in this Section. Sign area does not include any supporting framework or bracing, unless such framework or bracing is part of the message or sign face.
 - b. Signs with Freestanding Letters and/or Logos. For signs consisting of freestanding letters and/or logos, sign area is measured as the total area of the smallest geometric shapes that will enclose each word and graphic in the display. Sign area does not include any supporting framework or bracing, unless the framework or bracing is part of the message or sign face.
 - c. Signs with Multiple Faces. For signs with multiple faces, if the interior angle between the sign faces is 45 degrees or less, sign area is the area of one sign face. If the angle between the sign faces is greater than 45 degrees, sign area is the sum of the areas of the sign faces. Sign area does not include any supporting framework or bracing, unless such framework or bracing is part of the message or sign face.

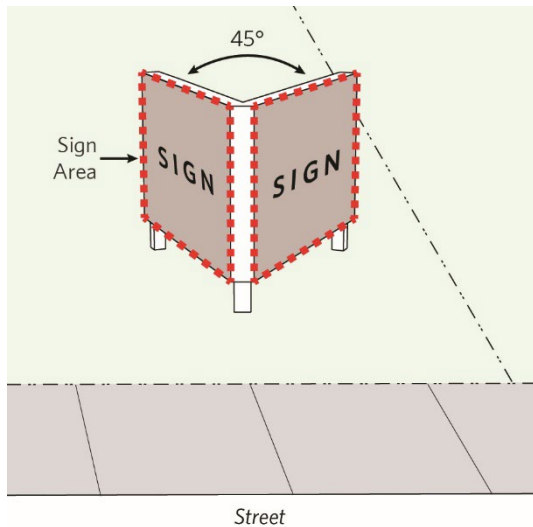
Figure 156.10.C-A. Sign Area Measurement



Measuring a Sign on a Background

Measuring a Sign with Freestanding Letters and/or Logos

Figure 156.10.C-B. Measurement for Signs with Multiple Faces



2. Measurement of Sign Height.

- a. **Ground-Mounted Signs.** The height of a ground-mounted sign shall be calculated as the vertical distance measured from grade to the highest point of the sign.
- b. **Building-Mounted Signs.** The height of a building-mounted sign shall be calculated as the vertical distance from the base of the sign face to the highest point of the sign face, unless otherwise noted in this Section.

§ 156.10.D Permanent Signs

- a. **Awning Signs.** Awnings that do not display signs are not subject to the regulations of this Section. Refer to Figure 156.10.D-A. Awning Sign.

(1) Location.

- (a) Awning signs are allowed in the B-1, B-2, VC, and I Districts, and in all residential districts for non-residential uses and multi-unit dwelling uses.
- (b) An awning sign may project from the front, side, rear, or corner side façade of the building to which it is attached, but shall not project more than six feet.
- (c) No portion of the awning on which the awning sign is attached shall be located lower than seven feet above grade.
- (d) An awning sign shall not project higher than the highest point of the awning to which it is attached or lower than the lowest point of the awning to which it is attached.
- (e) Awning signs shall be generally aligned with awning signs that are attached to adjacent buildings to maintain a sense of visual continuity.
- (f) An awning sign shall not project within two feet of the curb of a street or driveway.
- (g) Awnings may project over the lot line.

- (2) **Size.** An awning sign shall not exceed 30 percent of the area of the awning on which it is located. For awnings extending across the building frontage of more than one ground floor tenant, the awning area for each tenant shall be measured from the limits of each building frontage. Awning signs are exempt from the measurement standard of § 156.10.C.1.a. (Signs with Backgrounds) and shall follow the measurement standard of § 156.10.C.1.b. (Signs with Freestanding Letters and/or Logos).

- (3) **Illumination.** Externally illuminated awning signs are allowed only in accordance with § 156.10.B.4 (Illumination). Awning signs shall not be back-lit.

(4) Display Standards.

- (a) Awning signs shall be displayed on awnings constructed out of durable, weather-resistant material such as canvas, nylon, vinyl-coated fabric, or metal.

- (b) Awning signs shall not be displayed on round, arched, casement, bullnose, bubble, box, or waterfall awnings.

Figure 156.10.D-A. Awning Sign



Front View

Side View

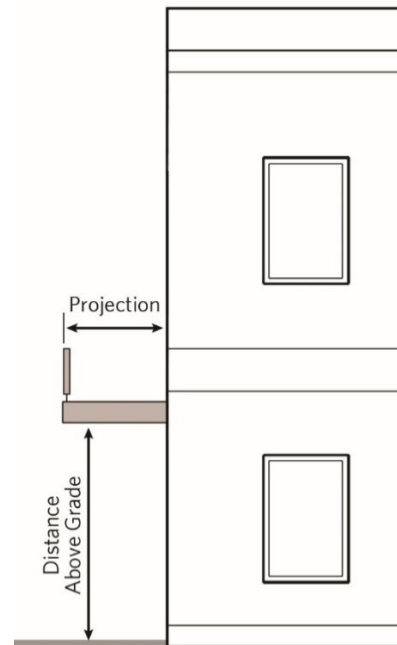
b. Canopy-Mounted Signs. Refer to Figure 156.10.D-B. Canopy-Mounted Sign.

- (1) Location.
 - (a) Canopy-mounted signs are allowed in the B-1, B-2, VC, and I Districts, and in all residential districts for non-residential uses and multi-unit dwelling uses.
 - (b) The canopy upon which the canopy-mounted sign is displayed may project from the front, side, rear, or corner side façade of the building to which it is attached, but shall not project more than six feet, or within two feet of the curb of a street or driveway.
 - (c) The canopy upon which the canopy-mounted sign is displayed shall be located at least seven feet above grade, and the canopy-mounted sign shall not extend below the lowest point of the canopy on which it is displayed.
- (2) Quantity. One canopy-mounted sign is allowed per tenant entrance.
- (3) Size.
 - (a) Area. The total area of canopy-mounted signs shall not exceed one square foot of sign area per linear foot of the building façade to which the sign will be affixed.
 - (b) Height. Canopy-mounted signs shall not exceed two feet in height as measured from the top of the canopy.
- (4) Illumination. Internally and externally illuminated canopy-mounted signs are allowed only in accordance with § 156.10.B.4 (Illumination).

Figure 156.10.D-B. Canopy-Mounted Sign



Front View

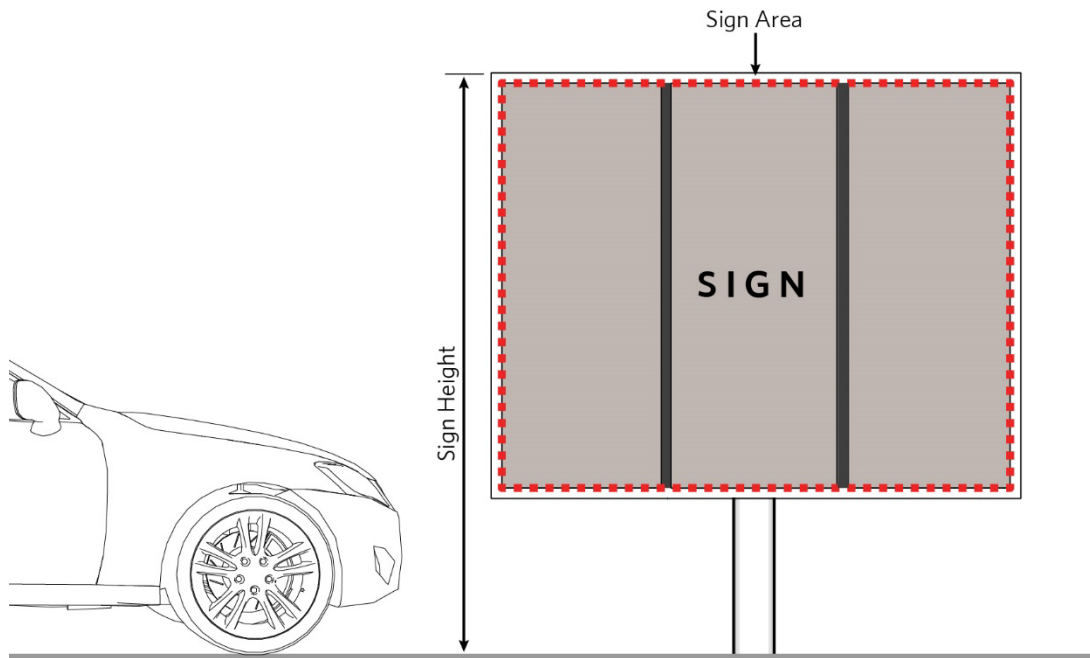


Side View

c. Drive-Thru Signs. Refer to Figure 156.10.D-C. Drive-Thru Sign.

- (1) Location.
 - (a) Drive-thru signs are allowed for any drive-thru establishment.
 - (b) Drive-thru signs shall be located a minimum of 15 feet from any residential zoned lot line.
- (2) Quantity. Two drive-thru signs are allowed per drive-thru lane.
- (3) Size. Drive-thru signs shall not exceed 100 square feet in area and seven feet in height.
- (4) Illumination.
 - (a) Internally illuminated drive-thru signs are allowed only in accordance with § 156.10.B.4 (Illumination).
 - (b) Drive-thru signs may include an electronic screen to display information to customers.
- (5) Display Standards. Drive-thru signs shall be displayed as wall signs or monument signs. In the event of a conflict between the provisions of § 156.10.D.2.c (Drive-Thru Signs) and the applicable provisions of § 156.10.D.2.e (Monument Signs), the provisions of this § 156.10.D.2.d shall control.

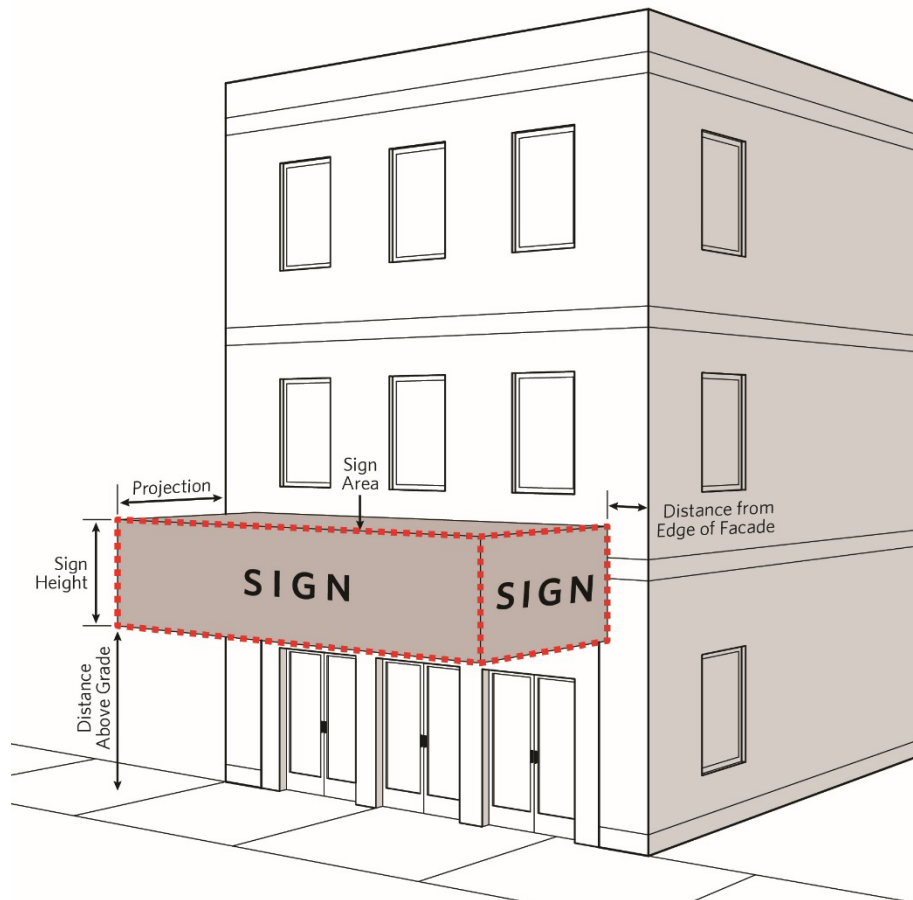
Figure 156.10.D-C. Drive-Thru Sign



d. Marquee Signs. Refer to Figure 156.10.D-D. Marquee Sign.

- (1) Location.
 - (a) Marquee signs are allowed in the B-1, B-2, and VC Districts.
 - (b) A marquee sign may project from the front or corner side façade of the building to which it is attached, but shall not project within two feet of the curb of a street or driveway.
 - (c) A marquee sign must be located a minimum of one foot from the edges of the façade to which it is attached, except for marquee signs that wrap around a building corner.
 - (d) Marquee signs shall be located at least eight feet above grade.
- (2) Quantity. One marquee sign is allowed per frontage containing primary tenant entrance.
- (3) Size. Marquee signs shall not exceed eight feet in height, including any individual letters, logos, and/or representation mounted on top of the roof of the marquee.
- (4) Components. An electronic message sign or manually changeable copy sign is allowed as a component of a marquee sign, in accordance with § 156.10.D.2.i (Electronic Message Signs) and § 156.10.D.2.j (Manually Changeable Copy Signs).
- (5) Illumination. Internally illuminated marquee signs are allowed in accordance with § 156.10.B.4 (Illumination).
- (6) Display Standards. A marquee sign shall be supported solely by the building to which it is attached, and shall not be supported by ground-mounted columns or posts.

Figure 156.10.D-D. Marquee Sign



e. Monument Signs. Refer to Figure 156.10.D-E. Monument Sign.

(1) Location.

- (a) Monument signs are allowed in the B-1, B-2, VC, I, and in all residential districts for residential development identification and non-residential uses.
- (b) Monument signs shall be located a minimum of five feet from any front or corner side lot line, and 10 feet from any interior side lot line.

(2) Quantity.

- (a) For lots with less than 300 feet of lot width, one monument sign is allowed per street frontage.
- (b) For lots with 300 feet or more of lot width, two monument signs are allowed per street frontage. A minimum distance of 100 feet is required between any monument signs on a lot.

(3) Size.

- (a) In the B-1 and VC Districts, as well as in residential districts when allowed by this Section, monument signs shall not exceed 40 square feet in area per sign and six feet in height.
- (b) In the B-2 and I Districts, monument signs shall not exceed 75 square feet in area per sign and 20 feet in height.

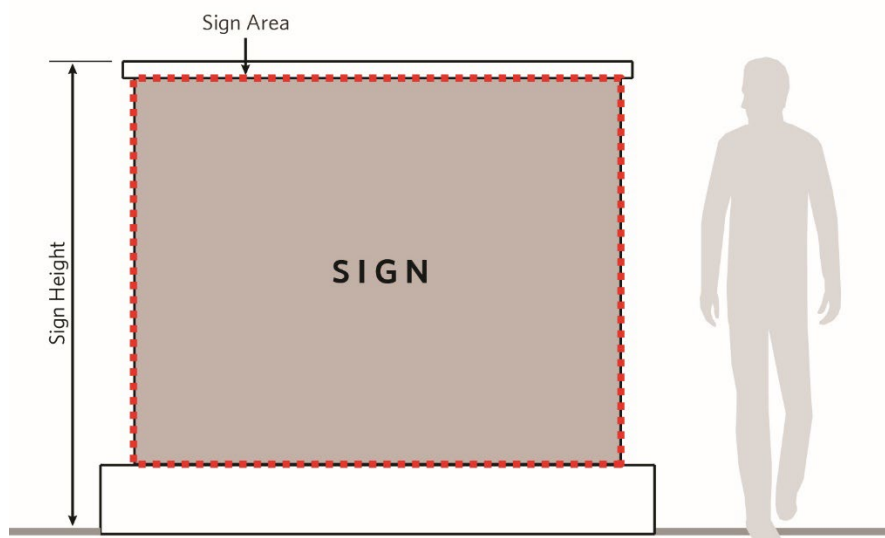
(4) Components. An electronic message sign or manually changeable copy sign is allowed as a component of a monument sign, in accordance with § 156.10.D.2.i (Electronic Message Signs) and § 156.10.D.2.j (Manually Changeable Copy Signs).

(5) Illumination. Internally and externally illuminated monument signs are allowed only in accordance with § 156.10.B.4 (Illumination).

(6) Landscape. All monument signs shall provide landscape around its base.

Landscape must extend a minimum of two feet from the sign base on all sides around the perimeter of the sign base. The remainder of the required landscape area must be planted with trees, perennials, or other live groundcover.

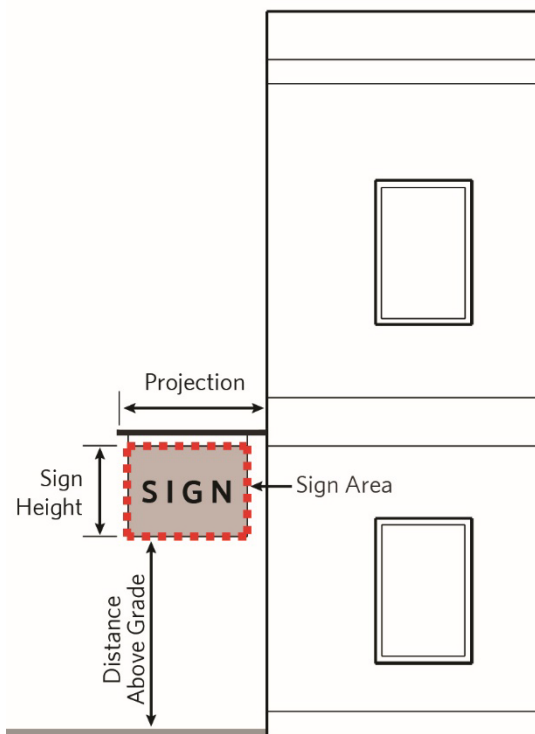
Figure 156.10.D-E. Monument Sign



f. Projecting Signs. Refer to Figure 156.10.D-F. Projecting Sign.

- (1) Location.
 - (a) Projecting signs are allowed in the B-1, B-2, VC, and I Districts.
 - (b) Projecting signs shall be located at least seven feet above grade.
 - (c) A projecting sign shall not project more than six feet from the face of the building to which it is attached, including the area between the sign and the face of the building.
 - (d) A projecting sign and its structural supports shall not project above the roof of the building to which the sign is attached. All structural supports shall be attached to the façade of the building, and shall not be attached to the roof.
 - (e) A projecting sign shall not project within two feet of the curb of a street or driveway.
- (2) Quantity. One projecting sign is allowed per street frontage per tenant located on the ground floor.
- (3) Size. Projecting signs shall not exceed 24 square feet in area per sign and six feet in height.
- (4) Illumination. Internally and externally illuminated projecting signs are allowed only in accordance with § 156.10.B.4 (Illumination).

Figure 156.10.D-F. Projecting Sign



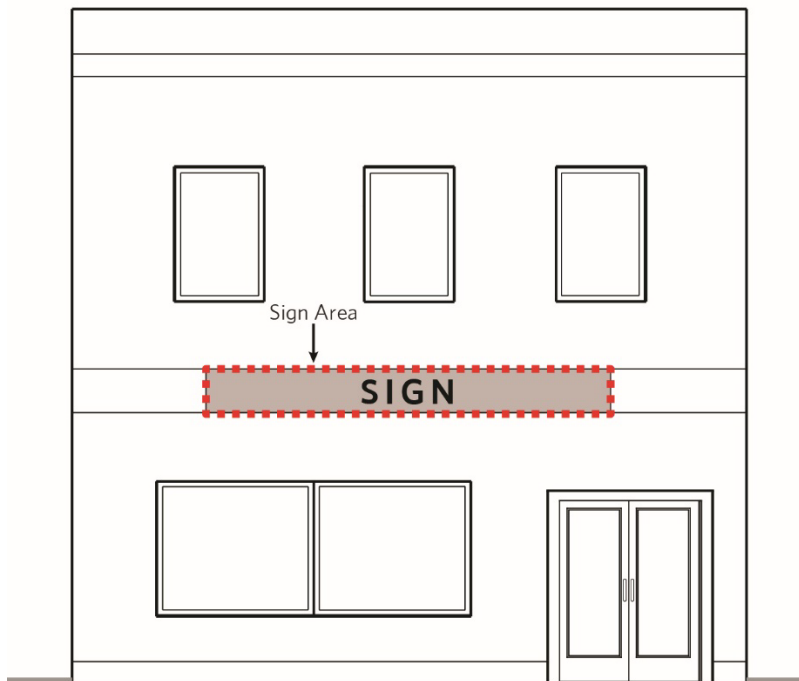
Side View

g. Wall Signs. Refer to Figure 156.10.D-G. Wall Sign.

- (1) Location.
 - (a) Wall signs are allowed in the B-1, B-2, VC, and I Districts, and in all residential districts for non-residential uses and multi-unit dwelling uses.
 - (b) Wall signs shall be installed on the building façade and shall not project more than one foot from the face of the building.
 - (c) Wall signs shall be located at a generally uniform height throughout multi-tenant commercial developments.

- (d) A wall sign shall not project above the top of the wall to which it is attached.
- (e) Painted wall signs displaying a business name, products, or services may be displayed on all building façades, if such signs are professionally painted.
- (2) Quantity.
 - (a) One wall sign is allowed per street frontage per unit.
 - (b) One additional wall sign is allowed per unit on the side or rear façade of the building.
- (3) Size.
 - (a) The total area of wall signs on the front or corner side façade shall not exceed one and one-half square feet of sign area per linear foot of the building façade to which the sign will be affixed, as measured along the front or corner side façade, or 40 square feet, whichever is greater.
 - (b) The total area of wall signs on the rear or interior side façade shall not exceed one square foot of sign area per linear foot of the building façade to which the sign will be affixed.
 - (c) The allowable wall sign area measured for any façade shall only be applicable for use on that façade, and is not transferable to other façades.
- (4) Illumination. Internally and externally illuminated wall signs are allowed only in accordance with § 156.10.B.4 (Illumination).

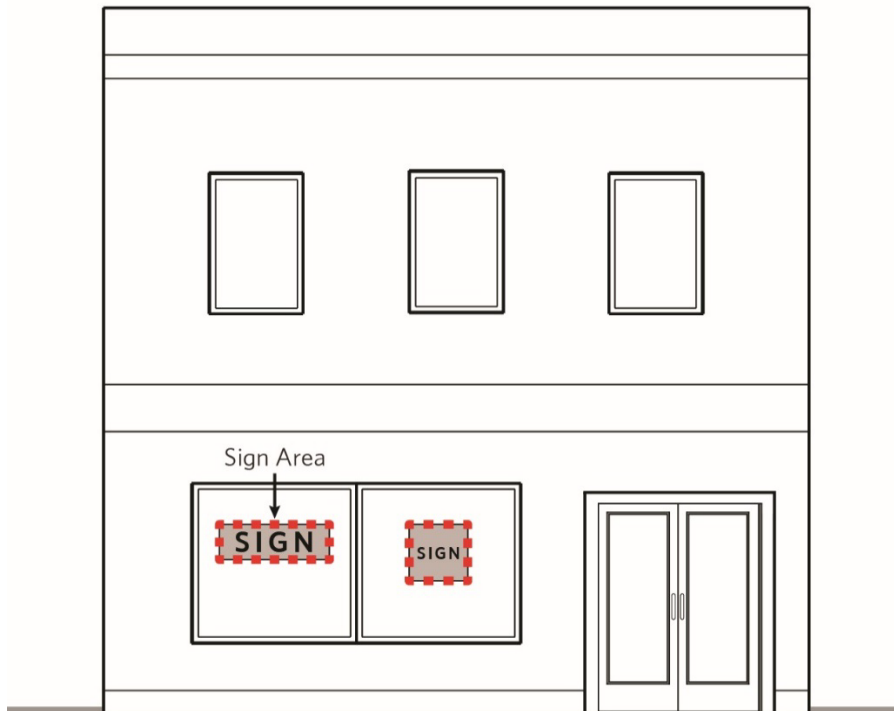
Figure 156.10.D-G. Wall Sign



h. Window Signs. Refer to Figure 156.10.D-H. Window Sign.

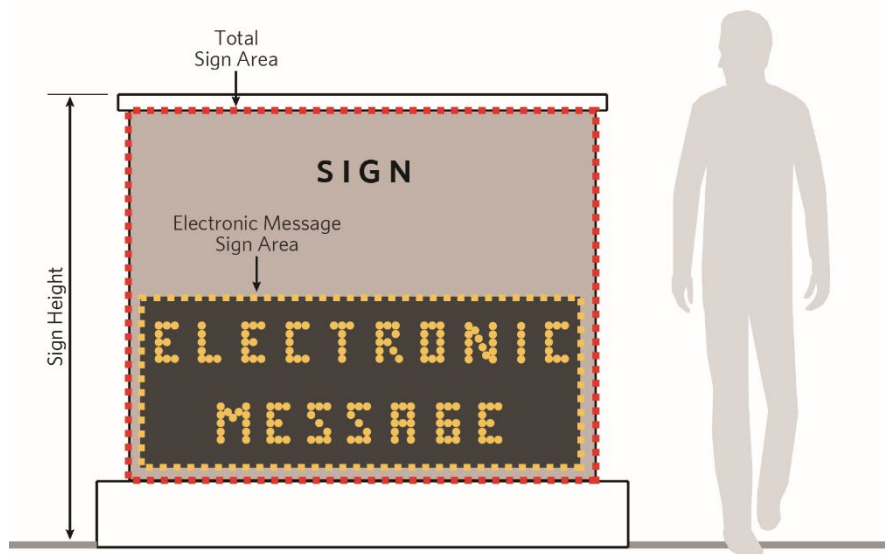
- (1) Location. Window signs are allowed in the B-1, B-2, VC, and I Districts, and in all residential districts for non-residential uses and multi-unit dwelling uses.
- (2) Size. Window signs shall not occupy more than 25 percent of the total ground floor window area on each building façade. Window signs located in stories above the ground floor shall not occupy more than 25 percent of the total window area of that story on each building façade.
- (3) Illumination. Internally illuminated window signs, including neon signs that do not exceed six square feet in area per sign, are allowed only in accordance with § 156.10.B.4 (Illumination).

Figure 156.10.D-H. Window Sign



- i. Electronic Message Signs. Refer to Figure 156.10.D-I. Electronic Message Sign.
- (1) Location.
 - (a) Electronic message signs are allowed in the B-1, B-2, and I Districts.
 - (b) Electronic message signs shall be allowed as components of marquee or monument signs. An electronic message sign is subject to the regulations pertaining to the sign type upon which it is located.
 - (c) Electronic message signs shall not be located within one mile of the property line of a lot containing an electronic message sign, as measured by following the nearest roadway.
 - (2) Quantity. One electronic message sign is allowed per lot.
 - (3) Size. An electronic message sign shall not occupy more than 50 percent of the total sign area of the marquee or monument sign on which it is displayed.
 - (4) Illumination.
 - (a) Internally illuminated electronic message signs are allowed only in accordance with § 156.10.B.4 (Illumination).
 - (b) Electronic message signs are allowed to change their message no more than once every 10 seconds, and the transitions between messages shall be instantaneous.
 - (c) Electronic message signs shall display static messages that do not contain a light source that flashes, blinks, strobos, travels, chases, rotates, or changes in intensity, brightness, or color.
 - (d) Electronic message signs shall be designed to default to a static display in the event of mechanical failure.
 - (5) Special Use Permit. Electronic message signs shall require a special use permit, per § 156.03.C.3 (Special Use Permit).

Figure 156.10.D-I. Electronic Message Sign



j. Manually Changeable Copy Signs. Refer to Figure 156.10.D-J. Manually Changeable Copy Sign.

(1) Location.

(a) Manually changeable copy signs are allowed in the B-1, B-2, VC, and I Districts, and in all residential districts for non-residential uses.

(b) Manually changeable copy signs shall be allowed as components of marquee, monument, pole, or wall signs. A manually changeable copy sign is subject to the regulations pertaining to the sign type upon which it is located.

(2) Quantity. One manually changeable copy sign or electronic message sign is allowed per lot.

(3) Size. A manually changeable copy sign shall not occupy more than 80 percent of the total sign area of the marquee, monument, pole, or wall sign on which it is displayed.

(4) Illumination. Internally illuminated manually changeable copy signs are allowed only in accordance with § 156.10.B.4 (Illumination).

Figure 156.10.D-J. Manually Changeable Copy Sign

