

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: (____) _____ - _____

OTHER CONTACT 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

Is sign 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:

Awning Signs. 154.191A Where permitted in § 154.192, Table of Sign Requirements, business and identification awning signs shall be permitted subject to the following:

1. Not more than one awning sign shall be permitted on each awning.
2. Individual letters, words or symbols may be affixed or applied to any awning surface facing a public street or mounted over a public entrance to an establishment.
3. The maximum height of an awning sign shall be the highest point of the awning to which the sign is attached or 16 feet, whichever is less.
4. Each awning sign shall be located within a selected sign display area. The awning sign display area shall be the exterior area of the permitted awning. The vertical dimensions of the awning sign display area shall not exceed six feet.
5. The awning sign display area shall not extend beyond the awning surface on which the sign is located, nor beyond the premises of a particular establishment.
6. The area of an awning sign shall not exceed the maximum percentage of sign display area as defined in this section and as specified in § 154.192, Table of Sign Requirements.
7. Awning signs may be illuminated subject to the standards in § 154.188.

8. A minimum clearance of seven feet shall be provided between finished grade and the lowest point of an awning sign, but in no instance shall an awning sign extend below the lowest part of the awning to which the sign is attached.
9. No awning sign and the awning to which it is affixed shall project more than six feet from the building wall.
10. No awning sign and the awning to which it is affixed shall project within two feet off the curb of a street or driveway.

Canopy Signs. 154.191B Where permitted in § 154.192, Table of Sign Requirements, business and identification canopy signs shall be permitted subject to the following:

1. Not more than one canopy sign shall be permitted per street frontage per building or tenant space having an exterior public entrance.
2. Canopy signs shall be mounted on the face of a canopy provided no wall or roof signs are directed to the same street frontage.
3. The maximum height of a canopy sign shall be the highest point of the canopy to which said sign is attached or 16 feet, whichever is less.
4. Each canopy sign shall be located within a selected sign display area. The canopy sign display area shall be the area of the permitted canopy. The canopy sign display area may be computed using a combination of two adjoining geometric shapes (circles, squares, rectangles, triangles only).
5. The canopy sign display area shall not extend beyond the canopy face on which the sign is located, nor beyond the premises of a particular establishment.
6. The area of a canopy sign shall not exceed the maximum percentage of sign display area as defined in this section and as specified in § 154.192, Table of Sign Requirements.
7. Canopy signs may be illuminated subject to the standards in § 154.188 herein.
8. A minimum clearance of seven feet shall be provided between finished grade to the lowest point of a canopy sign, but in no instance shall canopy sign extend below the lowest part of the canopy to which the sign is attached.
9. No canopy sign shall project more than 12 inches from the canopy to which it is attached.
10. Time and temperature displays may be incorporated into a canopy sign provided location, area and other technical requirements herein are satisfied.

Freestanding Signs. 154.191C Where permitted in the Table of Sign Requirements, freestanding development and identification signs shall be permitted subject to the following:

1. No more than one freestanding sign per street frontage per lot shall be permitted on a lot.
2. No freestanding signs shall be located closer than ten feet to a front property line, nor closer to any transition side property line than specified as follows:

<i>Sign Characteristics</i>	<i>Street Classification</i>	
	<i>Local/Collector</i>	<i>Arterial</i>
Less than 24 sq. ft. in area	10 ft.	10 ft.
25 to 50 sq. ft. in area, or less than 5 ft. in height from grade	25 ft.	40 ft.
Greater than 50 sq. ft. in area, or greater than 5 ft. in height from grade	50 ft.	60 ft.

3. No freestanding sign shall exceed 15 feet in height.
4. No freestanding sign shall exceed the maximum area as specified in § 154.192, the Table of Sign Requirements.
5. Freestanding signs may be illuminated subject to the standards in § 154.188 herein.
6. Time and temperature displays may be incorporated into a freestanding sign provided location, area and other technical requirements herein are satisfied.
7. No freestanding sign shall be located closer than ten feet to a building, provided that a freestanding sign four feet in height or less may be located as close as three feet from a building.

8. All freestanding signs shall be located in a landscaped area separated and protected from vehicular circulation and parking areas. A minimum of two square feet of landscaping area shall be required for every one square foot of sign face provided, but no freestanding sign landscape area shall be less than 50 square feet in area. Said landscape area shall be landscaped appropriately.

Projecting Signs. *154.191E* Where permitted in § 154.192, Table of Sign Requirements, projecting identification signs shall be permitted subject to the following:

1. Not more than one projecting sign per street frontage per establishment or building wall having a public entrance shall be permitted, provided no canopy or roof sign for the establishment are located on the same building wall.
2. Projecting signs shall be affixed to the wall having the establishment's public entrance and shall not be located beyond the premises of a particular establishment.
3. No projecting sign shall extend above the roof line or the highest point of the wall of the building on which it is located or 14 feet from finished grade, whichever is less.
4. The area of a projecting sign shall not exceed 16 square feet.
5. Projecting signs may be illuminated subject to the standards in § 154.188 herein.
6. Projecting signs shall provide a minimum clearance of seven feet between the finished grade below the sign to the lowest edge of the sign.
7. No projecting sign shall project from the building wall more than six feet. The innermost edge of the projecting sign shall be no more than one foot from the wall of the building to which it is attached. Projecting signs may swing, but all projecting signs shall be permanently attached to the building.
8. No projecting sign shall project within two feet of the curb of a street or driveway.

Roof Signs. *154.191F* Where permitted in § 154.192, Table of Sign Requirements, business and identification roof signs shall be permitted subject to the following:

1. Not more than one business and identification roof sign per street frontage per establishment shall be permitted provided no wall or canopy sign for the same establishment is directed to the same street frontage, except that:
 - a. No roof sign shall face a residential lot and shall be at least 50 feet from a public street.
 - b. No roof sign shall be allowed for individual tenants in a multi-tenant building or a multi-story building.
2. A roof sign shall be located on a decorative mansard, penthouse or other architectural element of a building which extends vertically beyond the roof line, and shall be single-faced and be mounted directly vertical as a wall sign, with no visible angle-iron, guy wires, braces or secondary supports and all hardware concealed. A roof sign shall be displayed parallel to the eave line of the roof to which it is attached, or parallel to the penthouse or architectural element above the roof line to which it is attached, and shall face a public street.
3. The maximum height of a roof sign is 30 feet from finished grade or two stories, whichever is less.
4. Each roof sign shall be located within a selected sign display area. The roof sign display area shall be the area of the permitted roof, mansard, penthouse or other architectural element of a building which extends vertically above the roof line. The roof sign display area shall not extend beyond the dimensions of the mansard, penthouse or architectural element on which the sign is located, or beyond the premises of a particular establishment.
5. The area of a roof sign shall not exceed the maximum percentage of sign display area as defined in this section and as specified in § 154.192, Table of Sign Requirements.
6. Projecting signs may be illuminated subject to the standards in § 154.188 herein.

Wall Signs. *154.191H* Where permitted in § 154.192, Table of Sign Requirements, business and identification wall signs shall be permitted subject to the following:

1. Not more than one business and identification wall sign per street frontage or per building wall having a public entrance per establishment shall be permitted, provided no canopy or roof sign for the same establishment is directed to the same street frontage, except that:
 - a. Not more than one business or identification wall sign may be permitted on walls not facing a street or having a public entrance, provided the wall does not face a residential lot and is at least 50 feet from the nearest property line or another building on the lot.
 - b. No wall signs shall be allowed for individual tenants in a multi-story or a multi-tenant building having no exterior building entrance for each tenant.
2. Wall signs shall be affixed only to a wall having the establishment's public entrance or a wall facing a public street.
3. The maximum height of a wall sign shall be 30 feet from finished grade or two stories, whichever is less.
4. Each wall sign shall be located within a selected sign display area. The sign display area shall be the area of the permitted wall or walls less the area of said wall occupied by windows, doors, canopies, awnings and roofs. The vertical dimensions of the wall sign display area shall not exceed six feet. The wall sign display area shall not extend above the roof line or the wall of a building or beyond the premises of a particular establishment in the building.
5. The total area of all wall signs per wall shall not exceed the maximum percentage of sign display area as defined in this section and as specified in § 154.192, Table of Sign Requirements.
6. Wall signs may be illuminated subject to the standards in § 154.188.
7. Time and temperature displays may be incorporated into a wall sign if location, area and other technical requirements herein are satisfied.

Window Signs. *154.191I* Where permitted in § 154.192, Table of Sign Requirements, business and identification signs may be painted, affixed or applied to the interior of window glass, shall be subject to the following:

1. Window signs may be displayed only in windows facing a public street, or in windows in a wall having a public entrance.
2. Each window sign shall be located within a selected sign display area. The window sign display area shall be the exterior glass surface area of all permitted windows, but excluding doors and superficial borders and trim. The sign display area for window signs shall not extend beyond the window surface on which the sign is located, nor beyond the premises of a particular establishment.
3. The area of a window sign shall not exceed the maximum percentage of sign display area as specified in § 154.192, Table of Sign Requirements.
4. Window signs may be illuminated subject to the standards in § 154.188.

Sign Bonuses: *154.192C* To encourage higher quality of design and increased effectiveness of graphics in the Village of South Elgin, the village will reward the use of certain design features and criteria by permitting the property owner to increase the area of a sign if any of the following design features and criteria are employed. Such bonuses shall be granted cumulatively for compliance with each of the criteria, up to a maximum of 50%. The percentage increase shall be based on the original permitted maximum sign area.

1. 25% bonus for preparation of a master sign plan for a lot having more than one principal building or more than one tenant in the principal building. The master sign plan shall specify the standards for consistency among all signs on the lot with regard

- to color, lettering or graphic style, illumination, decorative lighting, materials, location of signs on the building(s) and on the lot, and dimensions of signs.
2. 20% bonus for any freestanding identification or development sign which is the only such freestanding sign on a lot on which more than one such sign would otherwise be permitted.
 3. 15% bonus for any wall sign which consists of individual letters, characters or logos mounted directly on the building surface.
 4. 15% bonus for any freestanding sign which conceals the pole(s) to which it is attached with a decorative metal, masonry or wood base equal to or at least 75% of the width of the sign face.
 5. 15% bonus for any sign using material in the construction of the sign natural surface area.
 6. 15% bonus for any freestanding sign which utilizes an opaque or non- illuminated background sign surface.
 7. 10% bonus for any wall sign if the background color matches the color of the building frieze.
 8. 10% bonus for gas station identification sign which incorporate the price information into the freestanding sign.

SPECIAL SIGNS 154.193

- (A) Gasoline stations, service stations and minimarts.
 - (B) Automobile/truck dealership.
 - (C) Real Estate Signs.
 - (D) Grand Opening Signs.
 - (E) Movie and Live Performance Theatres.
 - (F) Model home sales area signs.
 - (G) Development Gateway Sign.
- *For information concerning any of the “Special Signs” please contact the Community Development Department. (847)-741-3894*

SPECIAL USE 154.194

- (A) Advertising signs.
 - (B) Electronic message center sign.
 - (C) Marquee sign.
- *For information concerning any of the “Special Uses” please contact the Community Development Department. (847)-741-3894*

Table 1. Signs Located 100 Feet or Less From a Residential Zoning District

Zoning District in Which Sign is Located	Street Classification	Sign Structural Type											
		Freestanding		Wall	Roof	Canopy	Projecting	Awning	Window	Temporary			
		Area (sq. ft.)	Height (ft.)	Percentage (%) of Sign Display Area (Maximum)									
F-1, ER, R-1, R-2, R-3, R-4	Local or Collector	25	6	20%									
	Arterial	35	15	20%									
O-1 or B-1	Local or Collector	30	6	30%	30%	30%	16 sq. ft.	15%	40%				P
	Arterial	50	15	30%	30%	30%	16 sq. ft.	15%	40%				P
O-2, B-2, B-3, B-4, or B-5	Local or Collector	40	10	30%	30%	30%	16 sq. ft.	15%	40%				P
	Arterial	50	15	30%	30%	30%	16 sq. ft.	15%	40%				P
I-1 or I-2	Local or Collector	40	10	40%	40%	40%		15%	40%				P
	Arterial	50	15	40%	40%	40%		15%	40%				P

Where: P = Permitted. Consult regulations for Temporary Signs for specific maximum area requirements.

Table 2. Signs Located 100 Feet or More From a Residential Zoning District

Zoning District in Which Sign is Located	Street Classification	Sign Structural Type									
		Freestanding		Wall	Roof	Canopy	Projecting	Awning	Window	Temporary	Percentage (%) of Sign Display Area (Maximum)
		Area (sq. ft.)	Height (ft.)								
O-1 or B-1	Local or Collector	35	6	40%	40%	40%		15%	40%		P
	Arterial	50	15	40%	40%	40%		15%	40%		P
O-2, B-2 or B-3	Local or Collector	35	6	50%	50%	50%		15%	40%		P
	Arterial	50	15	50%	50%	50%		15%	40%		P
B-4	Local or Collector	35	6	50%	50%	50%	16 sq. ft.	15%	40%		P
	Arterial	50	15	50%	50%	50%	16 sq. ft.	15%	40%		P
B-5	Local or Collector	50	15	50%	50%	50%		15%	40%		P
	Arterial	75	15	50%	50%	50%		15%	40%		P
I-1 or I-2	Local or Collector	40	15	40%	40%	40%		15%	40%		P
	Arterial	50	15	40%	40%	40%		15%	40%		P

Where: P = Permitted. Consult regulations for Temporary Signs for specific maximum area requirements.