

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

# TEMPORARY 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submittal Checklist:  Application Complete  Plat of Survey (Real Estate Only)  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# TEMPORARY SIGN PERMIT WORKSHEET

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## DESCRIPTION

Category(check one; see attached fact sheet):

Grand Opening     Real Estate     All Other Temporary Signs

Sign Type (check one; see attached temporary sign definitions):

Awning     Canopy     Freestanding     Portable     Roof     Wall     Window

Sign Dimensions: \_\_\_\_\_ by \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Requested Display Dates:    From: \_\_\_\_\_ Thru: \_\_\_\_\_

Describe Sign Location: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DIAGRAM OF SIGN (a diagram may also be attached, if desired)

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## SUBMITTAL CHECKLIST

**Real Estate Signs Only:** Plat of Survey indicating location of Sign with location dimensions.

**Diagram of Sign:** Indicate or describe location, dimensions and wording of proposed sign.

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**ADDITIONAL CONTRACTOR INFORMATION** (If applicable) Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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**Village of South Elgin**  
**Temporary Sign Permit Fact Sheet**



**GENERAL INFORMATION:** (Applies to all signs)

1. Temporary signs shall not be illuminated. *156.10E1*
2. Signs may only be placed on private property with prior consent of the property owner. *156.10B3c*
3. 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. *156.10B3d*
4. The installer is responsible for following manufacturer's specifications.

**A-FRAME SIGNS:**

1. An A-Frame Sign is a movable ground sign constructed in the shape of an "A" or some variation thereof. *156.12B*
2. A-frame signs are allowed in all non-residential districts, and in all residential districts for non-residential uses. *156.10E3a1a*
3. A-frame signs may be located on the sidewalk, but at least four feet of sidewalk width must be maintained on the sidewalk so as not to interfere with pedestrian traffic or accessibility. *156.10E3a1b*
4. A-frame signs must be located within 15 feet of the primary entrance of the business. *156.10E3a1c*
5. One A-frame sign is allowed per business. *156.10E3a2*
6. A-frame signs shall not exceed eight square feet in area and four feet in height. *156.10E3a3*
7. A-frame signs may be displayed on a daily basis, but the display shall be limited to business hours. A-frame signs must be stored indoors at all other times. *156.10E3a4a*
8. A-frame signs shall not be displayed when severe weather conditions exist that may damage the sign or creates a safety risk, such as high winds or heavy snow. *156.10E3a4b*

**BANNER SIGNS:**

1. A Banner Sign is a sign typically made of lightweight fabric or other flexible material with or without a frame. "Banner Signs" do not include "Attention Getting Devices." *156.12B*
2. Banner signs are allowed for non-residential uses in all zoning districts. *156.10E3b1a*
3. Banner signs shall not project above the roof of the building to which it is attached. *156.10E3b1b*
4. Banner signs shall not encroach into the public right-of-way. *156.10E3b1c*
5. One banner sign is allowed per business, which may be displayed as a wall sign or window sign. *156.10E3b2*
6. Banner signs shall not exceed 32 square feet in area. *156.10E3b3*
7. Banner signs are limited to a display period of 30 days per calendar year. *156.10E3b4*

***Requirements listed are general requirements only; additional code requirements may apply to your project.  
Covenants are not enforced by the Village of South Elgin.***

**PERMIT FEE:**

1. \$30, which includes the inspection. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A final inspection will be conducted when the permit expires. Failure to take down the sign when the permit expires will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the permit application.
2. Provide Survey (real estate signs only) and/or diagram clearly indicating the location, dimensions and wording of sign.

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.