



One Olde Half Day Road
 Lincolnshire, IL 60069
 Ph: 847.883.8600 | Fax: 847.883.8608
 www.lincolnshireil.gov

STAMP HERE

SIGN PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT

(Office Use Only)

PROJECT INFORMATION	Application #:	M C I F
---------------------	----------------	---------------

Business/Tenant Name: _____
 Property Address: _____ Lot/Suite #: _____
 City: _____ State: _____ Zip Code: _____

SIGN TYPE – PERMANENT SIGN (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Awning/Canopy Sign S | <input type="checkbox"/> Marquee Sign S |
| <input type="checkbox"/> Blade Sign | <input type="checkbox"/> Modification to an existing sign |
| <input type="checkbox"/> Directional Sign S | <input type="checkbox"/> Vehicle Service Station Sign S |
| <input type="checkbox"/> Ground Sign S | <input type="checkbox"/> Wall Sign |

S = Structural Drawings Must be Included

SIGN TYPE – TEMPORARY SIGN

Event/Purpose of Sign: _____
 Total Number of Signs: _____ Number of Display Days: _____ Off-premises (Yes or No): _____
 Sign Display Schedule *Start Date:* _____ *End Date:* _____

REQUIRED SIGN INFORMATION (must be completed for all sign requests)

Height: _____ ft.	Length: _____ ft.	Sign Area: _____ sq. ft.
Total Height (grade to highest point): _____ ft.	Sign Structure Area: _____ sq. ft.	
Setback (from edge of street): _____ ft.	Landscape Area: _____ sq. ft.	

Sign Materials: _____
 Illumination Type: _____

Electrical Cost (if applicable):	\$ _____
Total Cost (incl. installation):	\$ _____

REQUIRED DOCUMENTS	Total Sets
--------------------	------------

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Sign Permit Application (Incomplete applications will not be accepted) | 1 |
| <input type="checkbox"/> Landlord / Property Owner Letter of Consent (see Signature Page of this form)
Not-for-profit organizations may request a waiver of permit fees via letter of request on organization letterhead submitted with application. | 1 |
| <input type="checkbox"/> Permanent Sign Documents: <ul style="list-style-type: none"> • Sign plans/design in full color (front and side views), fully dimensioned. • Sign materials, colors, sign area, type of illumination, etc. must be identified on plans. • Site Plan/Location Map (must be drawn to scale, accurate sign location(s) clearly marked on the plan, include setback dimensions for ground signs). • Structural drawings/specifications (for sign types noted above "S"). • Landscape Plan per Section 12-8-1-E (for ground signs only). | 3
4 (if S plans required) |
| <input type="checkbox"/> Temporary Sign Documents: <ul style="list-style-type: none"> • Photograph, image, sketch, or other document containing image of proposed temporary sign(s) (include sign message and colors to be used). • Site Plan/Location Map (accurate sign location(s) clearly marked on the plan). Aerial/satellite photograph may be used in place of a site plan (accurate sign location(s) must be clearly marked on the photograph). | 2 |

CONTACT INFORMATION

APPLICANT INFORMATION:

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Fax: () _____
Email: _____

OWNER INFORMATION: *(if different than Applicant Info)*

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Email: _____

TENANT INFORMATION: *(Tenant submittal requires Owner information & signature)*

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Fax: () _____

GENERAL / SIGN CONTRACTOR INFORMATION: *(if applicable)*

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ License/Registration# (if applicable): _____

ELECTRICAL CONTRACTOR INFORMATION: *(if necessary)*

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ License/Registration# (if applicable): _____

APPLICANT SUBMITTAL STATEMENT

I, _____, certify that to the best of my knowledge the information contained in this Application, attached plans and specifications, and other attached documentation is true. I further recognize that as the Permit Applicant, all fees and requirements associated with the review and future approval of the work described herein are my responsibility.

Signature: _____ Date: _____

DESIGN PROFESSIONAL INFORMATION *(if required by Building Official)*
Not Required for Temporary Sign Permits

Name: _____ Company: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ License#: _____

I, _____, declare that I have reviewed and/or designed the documents associated with this application, and therefore, take responsibility for the design work on behalf of a registered design firm. In addition, I certify that the information contained on the attached plans and specifications, and other attached documentation is true to the best of my knowledge, and accurately depicts the subject site on the date these documents were prepared.

Signature: _____ Date: _____

LANDLORD / PROPERTY OWNER APPROVAL STATEMENT:

A separate Landlord/Property Owner Approval Letter may be submitted in lieu of completing the following approval statement. Any such letter must be on company letterhead of the ownership party, include a statement granting authorization for the submittal of this Application and corresponding plans/documents, and be attached to this Application.

I, _____, certify that as the property owner and/or landlord as identified herein, I have reviewed the information contained in this Application, attached plans, specifications, and other attached documentation and hereby authorize the submittal of this Application, attached plans, specifications, and other attached documentation for the installation of the documented sign at the location(s) identified.

Signature: _____ Date: _____



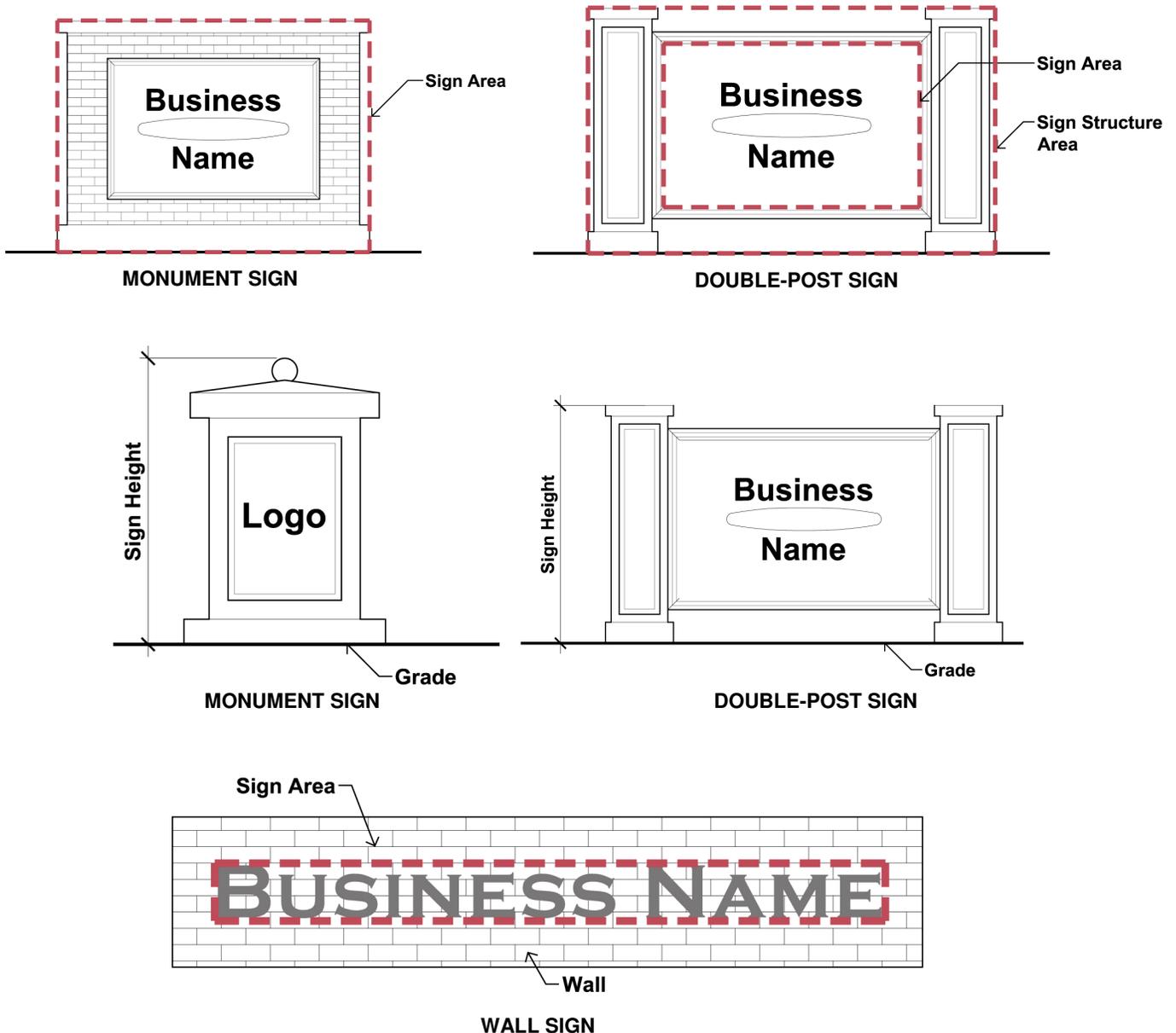
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



SIGN COMPUTATION/GRAPHICS*

TEMPORARY SIGNS: Unless otherwise noted in Section 12-13-1 of the Sign Control, Temporary Signs are permitted for a total of 90 calendar days and not more than 5 times (events) within the same calendar year. A minimum of 14 calendar days must occur before the issuance of a subsequent Temporary Sign Permit.

Unless otherwise noted in Section 12-13-1-B of the Sign Control, Temporary signs shall not exceed 20 square feet in area, shall have a maximum height of 6 feet, and shall be located a minimum of 15 feet from the back of the adjacent curb/edge of pavement (on private property).



* The information contained on this page are not inclusive of the regulations contained in Title 12 – Sign Control of the Lincolnshire Code and should not be used as a replacement and/or substitute for any sign regulations.