Village of Lincolnshire

SIGNS

Supplemental Information Packet

Meeting Schedule:
Architectural Review Board, third Tuesday of each month
7:00 PM
Village Hall Meeting Room

Village Board of Trustees, second and fourth Monday of each month
7:00 PM
Village Hall Meeting Room

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
847.883.8600 ph
847.883.8608 fx
www.lincolnshireil.gov

Revised 2012

New signs or modifications to an existing sign that require a sign variation or new Master Sign Plans must be reviewed by the Architectural Review Board (ARB) prior to being approved or denied by the Village Board. Minor changes/alterations to an existing sign *may* be permitted through a Sign Permit without the following review process, depending on the changes proposed. Before a Sign Permit is submitted or any work is performed on an existing sign, you are encouraged to contact the Planning Staff at 847-883-8600 to determine the necessary process.

PRELIMINARY STAFF REVIEW

Before an application for a sign variation or Master Sign Plan can be placed on agenda for consideration, preliminary sign plans illustrating the new sign(s) or modifications must be submitted for Department of Community Development Staff review to determine if all required documentation has been provided. Additional quantities and review of the submitted materials may be required, as determined by the Department Staff.

ARCHITECTURAL REVIEW BOARD & PRESENTATION PACKET

Once the sign plans have been reviewed for completeness, the request will be docketed on a regularly scheduled agenda of the Architectural Review Board (third Tuesday of the month).

22 copies of the following documents must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

☐ **Site Plan (including but not limited to)**

- Must be drawn to scale (i.e., 1"=20', 1"=30', 1"=40', etc.) and noted on the plans and should indicate the location of all existing buildings, parking and loading areas.
- Indicate the proposed location and setback measurement (from the nearest pavement edge) for each sign on the site plan.

☐ **Sign Plan(s)**

Regulations pertaining to signage can be found in Title 12: *Sign Control* of the Lincolnshire Village Code.

- Sign elevations/plans (front and side view) must be fully colored and dimensioned for each sign, which must also indicate materials, colors, sign area, and type of illumination.
- For all ground signs, a structural detail/plan is required.
- A landscape plan is required for all ground signs, in compliance with Section 12-8-1-E of the Lincolnshire Sign Control. All easements and adjacent utility structures in proximity to the ground sign(s) must also be shown on the plan.
- If exterior lighting is proposed, manufacturer's catalogue cut sheets for all lighting fixtures must be provided.

☐ **Material Samples**

Samples of the proposed sign materials and/or colors may be required to be submitted to Planning Project Manager along with the ARB presentation packets. All samples will be returned to the Applicant upon the final field inspection of the sign(s) following their construction.

☐ **Standards for Sign Variation**

If a sign request requires the granting of a variation from Title 12 – Sign Control of the Lincolnshire Village Code, the Applicant must submitted detailed written evidence to support the Standards for Sign Variation (below) to be considered by the ARB at a Public Hearing. The ARB must find that each one of the following Standards have been or will be satisfied based on the evidence presented by the Applicant at the Public Hearing in order to recommend approval to the Village Board.

The following Variation Standards must be provided along with the written responses

1. *The Applicant's plans are substantially consistent with the design criteria of Title 12 of the Lincolnshire Village Code.*
2. *The proposed exterior design features of the sign are suitable and compatible with the character of neighboring buildings and structures existing or under construction and with the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.*
3. *The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.*
4. *The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.*
5. *The alleged difficulty or hardship is caused by Title12 of the Lincolnshire Village Code and has not been created by any persons presently having an interest in the property.*
6. *The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.*

Public Hearing Notification: Prior to the scheduling of a Public Hearing with the ARB, the Applicant will be required to send written notice to all owners of record for all lots within 250 feet of the subject parcel for which the variation is being sought. The Planning Staff will provide the Applicant with the written notices to be mailed. The Applicant is responsible for sending such notices by certified or registered mail, with return receipt requested, no more than thirty (30) calendar days and not less than fifteen (15) calendar days in advance of the Public Hearing. The Applicant must then file a sworn affidavit (see Appendix A of the Application for Village Board Consideration), verifying mailing, with the Planning Project Manager no less than four (4) business days in advance of the Public Hearing.

Information on all persons to whom the current real estate tax bills are sent, mailing address, property address, and Permanent Index Number (PIN) for all properties within 250 feet of the subject parcel(s) is available at the Vernon Township Assessor's Office, 3050 Main Street, Buffalo Grove, Illinois, (847) 634-4602.

VILLAGE BOARD & PRESENATION PACKET

Upon receiving a recommendation from the ARB, the recommendation and sign plans will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

22 copies of all the documents submitted to and recommended by the ARB must be submitted to the assigned Planning Project Manager a minimum of **1 week** prior to the scheduled meeting. ***The presentation packet must be bound together into a formal presentation packet and must not be any larger than 11" x 17" paper size.***

ADDITIONAL INFORMATION

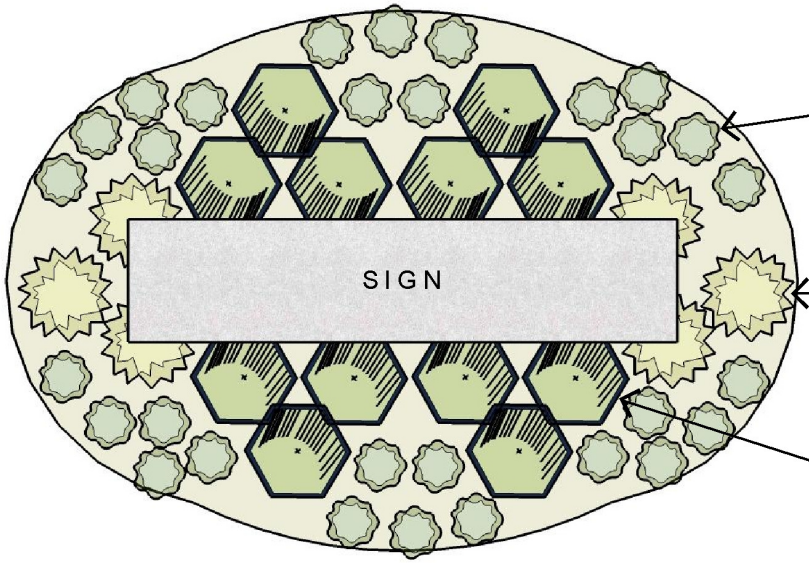
- Depending on the scope of a sign proposal, it is recommended that full-size presentation boards or a computer presentation be used to present to the ARB. If a computer presentation format will be used, please contact the assigned Planning Project Manager prior to the scheduled meeting for arrangements.

- On occasion, a petition considered by the ARB may be continued to their next regularly scheduled meeting if further design review and/or revisions are requested. If more than one ARB meeting is required, **twenty-two (22) copies** of the abovementioned documents, along with the requested revisions, must be submitted a minimum of **one week** prior to the scheduled meeting. As before, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17" paper size.

NOTES

SAMPLE SIGN PLAN
MONUMENT GROUND SIGN

V:\CD\GRAPHICS\GroundSignPlan.pdf



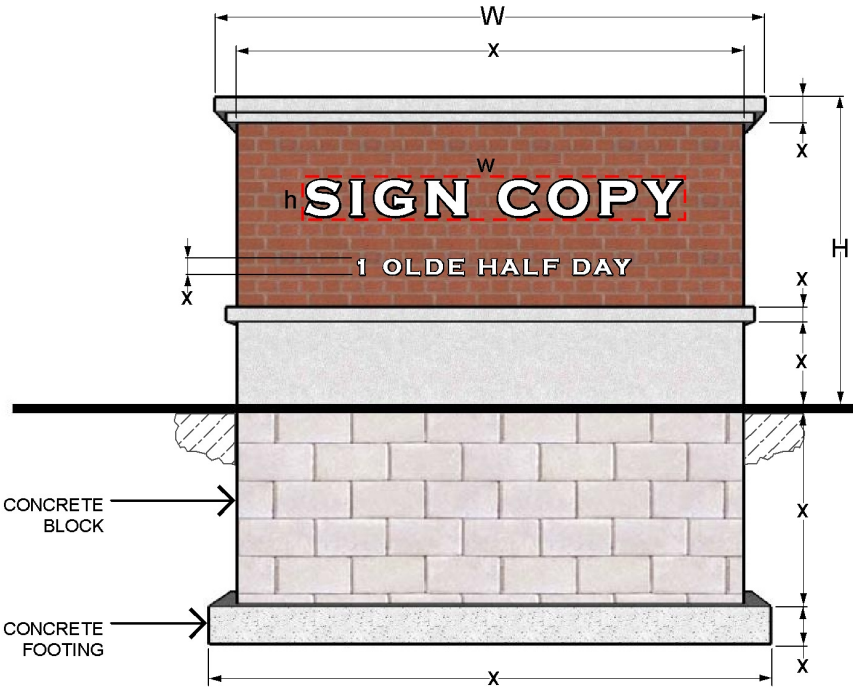
PLANT TYPE #1
Quantity: X

PLANT TYPE #2
Quantity: X

PLANT TYPE #3
Quantity: X

LANDSCAPE AREA = X S.F.

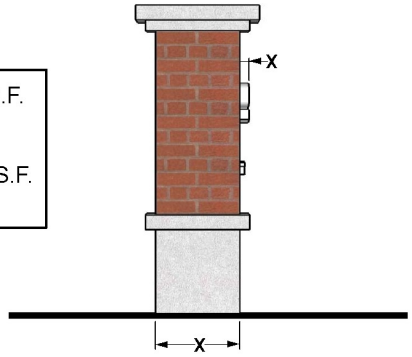
TOP VIEW & LANDSCAPE PLAN
SCALE: X" = X'



FRONT ELEVATION
SCALE: X" = X'

SIGN AREA = X S.F.
(W x H)

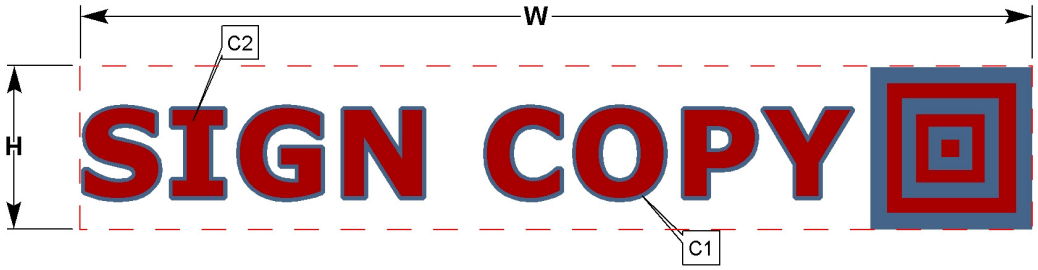
COPY AREA = X S.F.
(w x h)



SIDE ELEVATION
SCALE: X" = X'

DOUBLE FACED MONUMENT SIGN
SIGN AREA = X S.F.
FACE BRICK TO MATCH BUILDING
PRECAST STONE CAP & BASE
2" THICK PIN MOUNTED ALUMINUM LETTERS, WHITE FINISH
EXTERNAL ILLUMINATION (GROUND LIGHT FIXTURES)

Village of Lincolnshire
Community Development



WALL SIGN DETAIL

Scale: X" = X'

Total Wall Sign Area: X s.f.
(H x W)

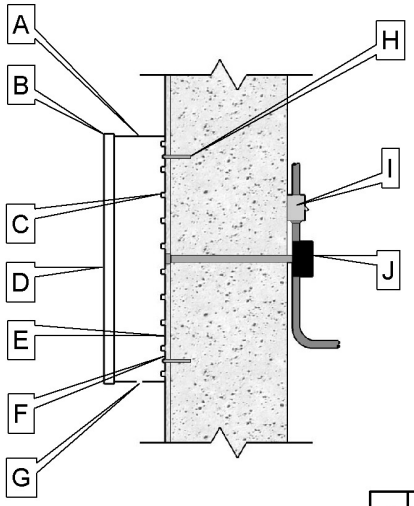
COLOR SPECIFICATIONS

C1: C2:

FRONT ELEVATION RENDERING

WALL SIGN CROSS SECTION

Scale: N.T.S.



A	*Info*
B	*Info*
C	*Info*
D	*Info*
E	*Info*
F	*Info*
G	*Info*
H	*Info*
I	*Info*
J	*Info*

SAMPLE SIGN PLAN
WALL SIGN

Village of Lincolnshire
Community Development

V:\CD\GRAPHICS\WallSignPlan.pdf