



VILLAGE OF  
**L I N C O L N S H I R E**

# Information Packet

## Sign Variance

### **Architectural Review Board**

- 3<sup>rd</sup> Tuesday of each month
- 7 p.m. – Village Hall Board Room

### **Village Board / Committee of the Whole**

- 2<sup>nd</sup> / 4<sup>th</sup> Monday of each month
- 7 p.m. – Village Hall Board Room

### **Community & Economic Development Department**

1 Olde Half Day Road, Lincolnshire, IL 60069

Business Hours: M-F, 8:30 a.m. – 4:30 p.m.

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## Sign Variance Information Packet – Village of Lincolnshire, IL – Community & Economic Development

### STEP 1: PRE-APPLICATION / PRELIMINARY STAFF REVIEW

#### A. Applicant Due Diligence

Applicants are encouraged to review [Section 2-3](#) and [Section 6-14-5](#) of the Lincolnshire Village Code to familiarize themselves with the Architectural Review Board (ARB) purpose, administrative duties, and procedures.

#### B. Initial Staff Meeting

A meeting with Community & Economic Development (CED) staff is recommended prior to submitting any application materials. Applicants are encouraged to schedule a meeting based on staff availability.

Additional information pertaining to the administration process for sign variance applications can be found in [Section 12-17-1](#) of the Lincolnshire Village Code.

#### C. Application and Preliminary Staff Review

Before an application is scheduled on a meeting agenda, the following documents must be submitted in electronic PDF format to CED staff for review (additional materials may be required, as determined by CED staff):

- **Application:** [Planning & Zoning Application](#).
- **Fees:** all required fees (see page 4 of the Planning & Zoning Application).
- **Letter of Request:** a letter summarizing the development proposal and detailed narrative outlining the reasons for the request.
- **Sign Plans:** fully dimensioned drawings drawn to an engineer or architect scale ratio, including the site plan illustrating the proposed location of the sign and elevation sign plans (front and side views).
- **Landscape Plan (ground signs only):** grounds signs are required to be landscaped at the base of the sign per [Section 12-8-1-E](#) of the Lincolnshire Village Code. A landscape plan must be drawn to either an engineer or architect scale ratio, illustrating the sign location and the landscape design layout to include all proposed landscape species (scientific and common names), quantities, and sizes at planting.
- **Sign Details:** full color architectural renderings and specifications/dimensions for each sign, including a statement as to the kind, color, type, and texture of materials.

### STEP 2: PUBLIC NOTIFICATION

Before the application is considered by the ARB, the applicant must first provide public notice of the public hearing. Once a public hearing date is determined, the applicant will receive an electronic copy of the public hearing language for use in mailing the required public notices to property owners of record for all surrounding parcels within 250 feet of the subject parcel. Public notice must be published in a newspaper of general circulation and letters mailed to property owners of record of surrounding lots 15-30 days prior to the public hearing via certified mail, return receipt requested. **In order for staff to schedule a public hearing date, please refer to Step 3 below regarding materials and submittal deadline requirements.**

### STEP 3: ARCHITECTURAL REVIEW BOARD

The ARB will hold a public hearing to consider the application and the findings of fact (see [Section 12-17-1-D](#) of the Lincolnshire Village Code for the findings of fact for sign variance requests). The materials identified below must be submitted for staff review for completeness and to determine the public hearing date of the Architectural Review Board (3<sup>rd</sup> Tuesday of the month).

**One electronic copy in PDF format** must be submitted a **minimum of two weeks** prior to a regularly scheduled ARB meeting. All final materials must be submitted a **minimum of one week** prior to the meeting. Final materials should be shared **electronically in PDF format** as well as **minimum of 12 paper copies** no larger than 11" x 17" format.

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- **Sign Details:** full color architectural renderings and specifications/dimensions for each sign, including a statement as to the kind, color, type, and texture of materials.
- **Findings of Fact for Sign Variance:** see [Section 12-17-1-D](#) of the Lincolnshire Village Code for the findings of fact requirements.

### STEP 4: COMMITTEE OF THE WHOLE – FIRST READING

Upon receiving a recommendation from the ARB, the recommendation, findings of fact and supporting documents will be forwarded to the Village Board during a Committee of the Whole meeting for final consideration. The Village Board will determine if the application will be placed on the Consent Agenda (for final decision) or the Regular Agenda (for additional consideration) of the next regularly scheduled Village Board meeting for final determination.

**One electronic copy in PDF format** of all the documents submitted to and recommended by the ARB must be submitted a **minimum of two weeks** prior to the scheduled Committee of the Whole meeting. Incomplete and/or late submittals are not accepted.

### STEP 5: VILLAGE BOARD – SECOND READING

If the application is placed on the Consent Agenda, no further discussion will occur and the application will receive a final decision. If the application is placed on the Regular Agenda, additional discussion by the Village Board will occur and additional documentation may be required. Upon final approval from the Village Board, an electronic copy in PDF format of the final approved plans must be submitted to CED staff.

Upon approval, the Village will prepare the authorizing ordinance to contain a specific description of the sign variance request along with any conditions, restrictions, or appropriate guarantees upon the establishment, location, and construction of the sign variance. Signature pages will be mailed to the requestor(s) and property owner(s) for signing and must be returned to the Village to execute the ordinance. Once the authorizing ordinance is finalized, a completed copy will be mailed to the applicant.

### ADDITIONAL INFORMATION

Full-size presentation boards and/or a computer presentation are recommended for each stage of review. If a computer presentation will be used, please inform the CED staff prior to the scheduled meeting to have it loaded in advance of the meeting.

An application may be continued to the next regularly scheduled meeting if further documentation or revisions are requested. As a result, the previously submitted application materials and the additional requested documents/revisions must be submitted in the same format and deadline as identified in this packet. Incomplete and/or late submittals are not accepted.

Sign variance approvals shall become null and void unless an application for a permit is filed within one year from the date of the approval, unless a one-time extension is granted by the Village Board.