



STAMP HERE

SIGN PERMIT APPLICATION

OFFICE USE ONLY

 Permit #: _____

PROJECT INFORMATION					
Property Address (including lot / suite #):					
Project / Business Name:					
City:			State:		Zip Code:
SIGN TYPE – PERMANENT SIGN (check all that apply)					
<input type="checkbox"/>	Awning/canopy*	<input type="checkbox"/>	Blade	<input type="checkbox"/>	Directional*
<input type="checkbox"/>	Marquee*	<input type="checkbox"/>	Modifications to existing sign	<input type="checkbox"/>	Vehicle service station*
<input type="checkbox"/> Ground *					
<input type="checkbox"/> Wall					
<i>*Structural drawings required</i>					
SIGN TYPE – TEMPORARY SIGN					
Event/Purpose of Sign:					
Total Number of Signs:		Number of Display Days:		Off-premises?	
Sign Display Schedule Start Date:				End Date:	
REQUIRED SIGN INFORMATION (must be completed for all sign requests)					
Height (X'Y"):		Length (X'Y"):		Sign area (sq. ft.):	
Height from grade (X'Y"):				Sign structure area (sq. ft.):	
Setback from property line/edge of street (X'Y")				Landscaped area (sq. ft.)	
Sign materials:				Illumination type:	
Electrical Cost (if applicable):			\$		
Total Cost (including installation):			\$		
REQUIRED DOCUMENTS					
<ul style="list-style-type: none"> • Sign permit application – 1 set • Landlord/property owner letter of consent (see page 3) – 1 set <ul style="list-style-type: none"> ○ Not-for-profit organizations may request a waiver of permit fees via letter of request on organization letterhead submitted with application. • Permanent sign documents – 3 sets / 4 sets if structural drawings are required <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 and show accurate sign location(s) clearly marked on the plan. Setback dimensions should be included for ground signs). ○ Structural drawings/specifications (for sign types indicated above) ○ Landscape plan per Lincolnshire Village Code section 12-8-1-E (ground signs only). • Temporary sign documents – 2 sets <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 in the photograph). 					

Sign Permit Application – Village of Lincolnshire, IL – Community & Economic Development

CONTACT INFORMATION		
Applicant Information		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Owner Information (if different than applicant)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Tenant Information (tenant submittal requires owner authorization)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	Type of Contractor:	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	Type of Contractor:	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Sign Permit Application – Village of Lincolnshire, IL – Community & Economic Development

SUBMITTAL STATEMENT

I, _____, certify that the information contained in this application, attached plans, and specifications, and other attached documentation is true to the best of my knowledge. I also 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:

Email:

Address (including suite #):

City:

State:

Zip Code:

Phone:

Cell:

Fax:

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.

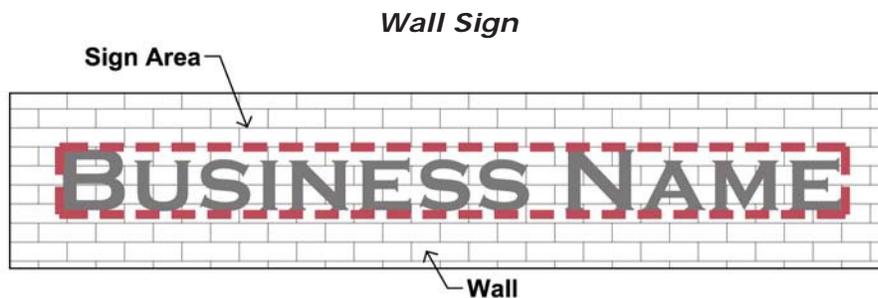
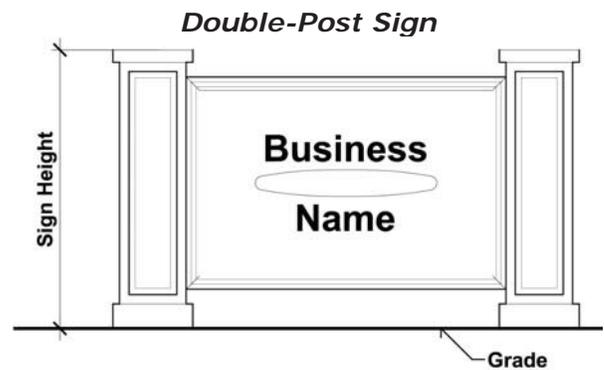
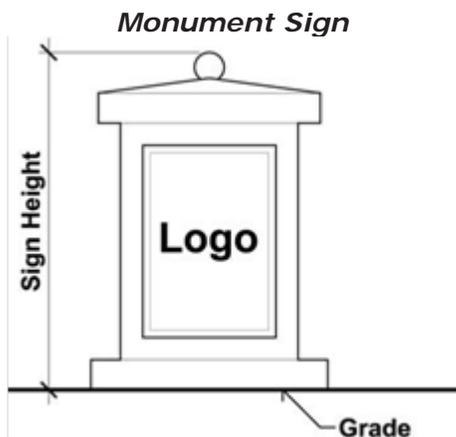
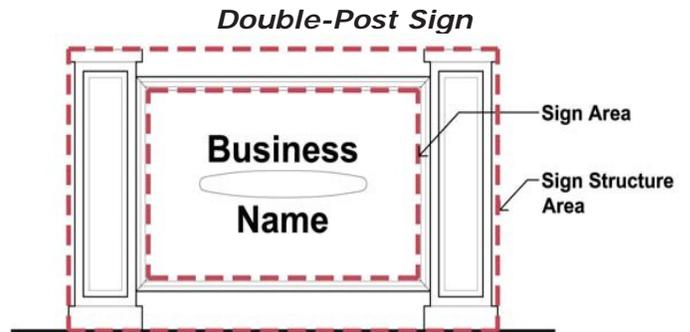
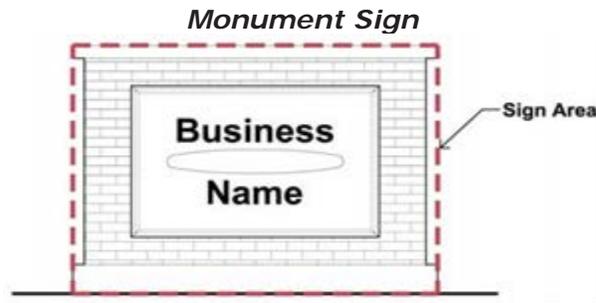
Signature: _____

Date: _____

SIGN COMPUTATION / GRAPHICS

Temporary Signs are regulated based on the Sign District. Please refer to [Section 12-6](#) of the Lincolnshire Village code a Sign District map and [Section 12-13](#) for specific temporary sign regulations.

Permanent Signs (see graphics below)



The information contained on this page are not inclusive of the regulations contained in [Title 12 \(Sign Control\) of the Lincolnshire Village Code](#) and should not be used as a replacement and/or substitute for any sign regulations.