



Permanent Sign Permit Application

7401 Meyer Road
Spring Grove, IL 60081
(815)675-2121
Fax (815)675-6053
www.springgrovevillage.com

Date: _____

Project Name: _____ Fax No. _____

Project Address: _____ Property Zoning: _____

Application/Owner's Name: _____ Phone No. _____

Contractor Name & Address: _____ Phone No. _____

Type of Sign: Ground Wall Canopy/Awning/Marquee Window Projecting

Type of Use: Identification Directory Directional Employment Opportunity

Total sq. ft of sign face _____ **Type of Illumination** _____

Type of Construction _____

GROUND SIGN

Total sq. ft. of sign structure _____ Set back from lot line _____

Total height of sign (from grade) _____ (from grade at center line of road) _____

WINDOW SIGN

Total area of window _____

Percentage of sign area _____

WALL SIGN

Total sq. ft. of signable area of wall section _____

Total height of sign from building grade _____

Set back of building from lot line _____

PROJECTING SIGN

Total height of sign from grade _____

Angled degree of sign from wall _____

All permanent signs require approval by the Architectural Review Commission (ARC) and the Village Board. Prior to the erection, alteration, relocation or painting of a sign, the issuance of a sign permit shall be required. A non-refundable application fee of \$200 must accompany this application and a date scheduled to appear before ARC two weeks prior to the next scheduled ARC meeting. For submittal requirements, please see back side of this application form. See Chapter 12 of the Municipal Code book for complete regulations regarding sizes, setbacks, design, and items of information allowed for permanent signs. The Municipal Code book can be viewed on our website at www.springgrovevillage.com. Following the review and recommendation by ARC, the application will be brought before the Village Board for approval or denial.

Signature of Applicant/Owner _____

Conditions of Approval: This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. _____

Official Use Only		
Date: _____	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Permit Number: _____
Permit fee amount: _____	Check # _____	Cash _____
Performance Bond: \$500	Check# _____	Cash _____
_____ Building Inspector Signature	_____ Architectural Review Official Signature	

VIOLATIONS

Any person who violates or neglects or refuses to comply with the Architectural Review Commission/Village Board requirements shall be fined not less than twenty-five (\$25) dollars and not more than seven hundred fifty (\$750) dollars for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

Dependent upon the type of signage involved, the applicant shall submit at least the following information:

- Name, address and telephone number of the applicant.
- Address and zoning of the building, structure or parcel of property to which, or upon which, the sign is to be attached or erected.
- Name of person, firm, corporation or association erecting the sign.
- Name, address and telephone number of the individual who will be representing the owner at the ARC and Village Board meetings.
- A photograph or a diagram, drawn to scale, illustrating the exact location of all existing and proposed signage on the property.
- 20 copies of a colored sketch, drawn to scale, which accurately represents all features of the sign including, but not limited to, size, message, letter style, border, surface texture and all exposed structural elements.
- One color sample for each color which is proposed to be used in the sign (the color sample shall consist of either the manufacturer's color chart or, in cases of custom colors, an actual sample of the paint to be used, applied to an appropriate material) and one material sample for any stone, brick or other material to be used.
- A copy of the plans and specifications showing the method of construction and the types of materials to be used as well as the method of illumination and support.
- A photograph or diagram illustrating the following information, depending upon the sign type:

For a wall sign: the setback of the building; the signable area; the exact location and dimensions of the sign; the proposed height to the top of the sign; and an exact representation of the face of the building to which the sign is to be attached.

For a ground sign: the setback of the building; the location of the sign on the property, including front and side yard setbacks and the distance from the sign to the building; the height of the sign; the property frontage; the zoning district; the distance from the sign to adjacent ground signs and 20 copies of a colored landscape plan.

For a projecting sign: the proposed location of the sign on the building, including the distance that the sign is pinned away from the building, the distance from the face of the building wall to the outermost point on the sign and the distance between sidewalk grade and the top and bottom of the sign, and an exact representation of the face of the building to which the sign is to be attached.

For a canopy, awning or marquee sign: the complete dimensions of the canopy, awning or marquee to which the sign is to be attached; the location and outer dimensions of the design or lettering; and the distance from sidewalk grade to the top and bottom of the sign.

For a window sign: the dimensions of the window or other glass surface on which the sign is to be applied; the location and outer dimensions of the sign; and the location of any other window signs on the face of the building on which the sign is to be attached.