



# Temporary Off-Premise Sign Permit Application

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

Date: \_\_\_\_\_

Name of Organization or Business: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

### Reason for off-premise request (describe):

- Event \_\_\_\_\_
- Promotion \_\_\_\_\_
- Other \_\_\_\_\_

Temporary off-premise signs require approval by the Village Board. The applicant is required to appear before the Village Board and must provide 12 packets with the following documents two weeks prior to the appearance date: rendering of the sign drawn to scale, showing dimensions, lettering and detail of all building materials, a site plan for each site, drawn to scale, indicating the proposed locations, showing the distance from lot lines and distance from all other signs and structures. Signs shall be set back a minimum of 5 feet from any public right-of-way.

Number of Signs \_\_\_\_\_ Total Height of Signs \_\_\_\_\_ Sq. Ft. of Signs \_\_\_\_\_

Type of Construction \_\_\_\_\_ Set-up Date \_\_\_\_\_ Take-down Date \_\_\_\_\_

**Address #1** \_\_\_\_\_

Land Owner Name \_\_\_\_\_

Land Owner Authorized Signature \_\_\_\_\_

**Address #2** \_\_\_\_\_

Land Owner Name \_\_\_\_\_

Land Owner Authorized Signature \_\_\_\_\_

**Address #3** \_\_\_\_\_

Land Owner Name \_\_\_\_\_

Land Owner Authorized Signature \_\_\_\_\_

### Official Use Only

Date: \_\_\_\_\_ Request:  Approved  Denied Permit Number: \_\_\_\_\_

Permit fee amount: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Security Deposit: \$50 Check# \_\_\_\_\_ Cash \_\_\_\_\_

Set-up date approved: \_\_\_\_\_ Take-down date approved: \_\_\_\_\_

\_\_\_\_\_  
Building Inspector Signature