



# Sign Request Event Signs

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

*An event sign is a temporary sign or display which is used to announce a fundraising drive or other event of a civic, philanthropic, educational or religious organization. Such signage may be erected no more than 14 days in advance of the event and must be removed within 48 hours of the completion of the event. Only two signs per intersection and one sign per subdivision is allowed. No sign shall be placed on any tree, utility pole, or street sign in the public right-of-way.*

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

Name of Organization: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Number of Signs \_\_\_\_\_ Total Height of Sign(s) \_\_\_\_\_ Sq. Ft. of Sign(s) \_\_\_\_\_

Type of Construction \_\_\_\_\_

Set-up Date \_\_\_\_\_ Take-down Date \_\_\_\_\_

Description of Event: \_\_\_\_\_

List of Locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Office Use Only

Request:  Approved  Denied

Remarks: \_\_\_\_\_

Approved Set-up Date \_\_\_\_\_ Approved Take-down Date \_\_\_\_\_

\_\_\_\_\_  
Building Inspector Date: \_\_\_\_\_

Revised 2017