



# Temporary Off-Premise Sign Permit Application

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

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

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

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

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

**\*Type of off-premise sign request (describe):**

Event (non-profit) \_\_\_\_\_

Promotion \_\_\_\_\_

*\*See reverse side for more information*

**Promotional 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 one week prior to the appearance date:

- rendering of the sign, showing dimensions, lettering and detail of how it will be secured to the ground
- a site plan for each site, showing proposed location, distance from lot lines and distance from all other signs and structures

Total Height of Sign \_\_\_\_\_ \*Sq. Ft. of Sign \_\_\_\_\_ Number of locations requested \_\_\_\_\_

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

*\*See reverse side for more information*

**Signs shall be erected on private property set back a minimum of 5 ft. from any public right-of-way.**

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

Landowner Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

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

Landowner Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

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

Landowner Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

**Official Use Only**

Date: \_\_\_\_\_ Request: Approved \_\_\_\_\_ Denied \_\_\_\_\_

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

Permit Number: \_\_\_\_\_ Permit fee: \_\_\_\_\_ Security Deposit: **\$50** Check # \_\_\_\_\_ Cash \_\_\_\_\_

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

**Off-Premise Sign.** Off-premise signs require approval by the Village Board. Such shall not exceed 16 sq. ft. in surface area. The applicant is required to appear before the Village Board and shall provide 12 packets of the documents required by this Section to the Village Clerk or designee two weeks prior to the appearance date. If approved, the permit fee will not exceed \$50 per sign.

However, not for profit corporations and youth sports organizations which utilize Village parks may erect temporary off-premise signs for not more than 14 consecutive days, with prior approval of the Building Department and with no permit fee. (*Revised Ord. 2009-24*)

**Event Sign.** An event sign used to announce a fund-raising drive or other fund-raising event of a civic, philanthropic, educational or religious organization. An event sign may be erected for no more than 14 days preceding the event to which it pertains and must be removed within 48 hours of the completion of the event. Such a sign shall not be illuminated and shall not exceed 16 sq. ft. in surface area. No more than two event signs which pertain to a single event may be erected at the intersection of any street with Route 12, Route 173, English Prairie and Main Street. No more than one event sign which pertains to a single event may be erected at the main intersections of residential subdivisions at streets which are classified as Major Residential Streets as defined in Chapter 16 of the Village Code. No event signs may be erected at internal intersections of residential subdivisions upon Residential Streets as defined in Chapter 16 of the Village Code. (*Revised Ord. 2017-26*)