



Permanent Sign Permit Application

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

Date: _____

Business Name: _____

Address: _____ Zoning: _____

Owner's Name: _____ Phone No. _____

Contractor Name _____ Phone No. _____

All permanent sign applications will be reviewed by the Architectural Review Commission (ARC) Chairperson and the Building and Zoning Officer for consideration of approval. If the sign complies with the requirements of the Sign Control Ordinance, then a permit will be issued. If it does not comply with the requirements of the Ordinance or the plans show variances or departures from the requirements of the Ordinance, then the applicant must appear before the full Commission. ARC shall then review the application and recommend approval or denial to the Village Board. Thereafter, the Village Board shall consider the decision of ARC and either approve or deny the application in its sole discretion. The determination of the Village Board shall be final.

If an applicant is required to appear before ARC and the Village Board they shall provide seventeen packets containing the information required by this Section to the Building Inspector or designee two weeks prior to the ARC meeting date. Applicants must submit a \$350.00 non-refundable application fee with their application. If an applicant is denied, does not attend the scheduled meeting, or cancels the meeting within 48 hours of the meeting date, the applicant will be required to submit another \$350.00 non-refundable application fee with any subsequent application or before another ARC meeting is scheduled to review the application.

Type of Sign:	<input type="checkbox"/> Ground	<input type="checkbox"/> Wall	<input type="checkbox"/> Canopy/Awning/Marquee	<input type="checkbox"/> Window	<input type="checkbox"/> Projecting
Type of Use:	<input type="checkbox"/> Identification	<input type="checkbox"/> Directory	<input type="checkbox"/> Directional	<input type="checkbox"/> Employment Opportunity	
Total sq. ft of sign face	_____		Type of Illumination	_____	
Type of Construction	_____				

ADDITIONAL INFORMATION (also see reverse side)

GROUND SIGN	Total sq. ft. of sign structure _____	Set back of sign from lot line _____	Sq. ft. of Building _____
	Total height of sign (from grade) _____ (from grade at center line of road) _____		

WALL SIGN	Total sq. ft. of *signable area of wall section _____	Set back of building from lot line _____
	Total height of sign from building grade _____	If multi-tenant building, lineal feet of unit frontage _____
*The signable area is the area of the face of the building which is available for signage, as regulated within the Ordinance.		

WINDOW, CANOPY, AND PROJECTING SIGNS - See reverse for additional information.

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. _____

The following must also be submitted. If an applicant will be appearing before the Architectural Review Commission, 17 copies of the application and the following information must be submitted two weeks before the scheduled meeting date, along with a non-refundable fee of \$350. If an applicant is denied, or cancels the meeting within 48 hours of the meeting date, the applicant will be required to submit another \$350.00 non-refundable application fee with any subsequent application or rescheduling of meeting.

- A photograph or diagram 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 along with this additional information:

For a wall sign: the information on the front of the application and an exact representation of the sign on the face of the building where it is to be attached.

For a ground sign: 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 distance from the sign to adjacent ground signs and a colored landscape plan. Material sample for any stone, brick or other material to be used.

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 outer-most 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.

Official Use Only			
Date: _____	Request: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Permit Number: _____
Permit fee amount: _____	Check # _____	Cash _____	Credit Card _____
Performance Bond: \$500	Check# _____	Cash _____	Credit Card _____
_____ 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.