



northbrook

FORM 1.11

**VILLAGE OF NORTHBROOK
Development & Planning Services**

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____
Fee: _____

Sign Permit Application

General Information

Property Address: _____

Business/Occupant's Name (Where work is to occur): _____

Applicant/Contact Name: _____

Contact Telephone: _____ Contact Email: _____

Property Owner Name: _____

Property Owner Email: _____

Contractor Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Sign Detail Information

Type of Sign: *(separate permit and application required for each sign)*

☐ Temporary (max. 30 days) ☐ Permanent ☐ Real Estate ☐ Construction

New (proposed) TEMPORARY signs? ☐ Yes ☐ No (If **NO**, skip to next section)

Dates for temporary sign display: _____

Number of proposed temporary signs: _____

Submittal Checklist – Temporary Signs

- *Complete one application per sign proposed*
- *Provide a drawing/sketch of the temporary sign(s)*
- *Provide a plat of survey/site plan showing the proposed location of the sign(s) including dimensions to nearest property lines*

New (proposed) PERMANENT signs? ☐ Yes ☐ No (If **NO**, skip to next section)

Will this be for a multi tenant building? ☐ Yes ☐ No

Total number of proposed new signs: _____

Will this sign be illuminated? ☐ Yes ☐ No

New WALL/AWNING/CANOPY/MARQUEE signs? ☐ Yes ☐ No (If **NO**, skip to next section)

Proposed sign wall location

☐ North ☐ South ☐ East ☐ West

Submittal Checklist – Wall/Awning/Canopy/Marquee Signs

- *Complete one application per sign proposed*
- *Provide a detailed drawing of the proposed sign(s), including all dimensions of the sign(s)*
- *Include elevation drawings showing the proposed sign as well as the height and width of the wall the sign is affixed to and the height of the sign measured from grade to the top of the sign*

New (proposed) FREESTANDING signs?

☐ Yes ☐ No

Type of Sign: ☐ Ground / Monument ☐ Pylon

Total existing freestanding signs _____

Proposed sign setback _____ (from property line to leading edge of sign)

Will this sign be illuminated? ☐ Yes ☐ No

Submittal Checklist – Ground/Pylon Signs

- *Complete one application per sign proposed*
- *Provide a detailed drawing of the proposed sign(s), including all dimensions of the sign(s) as well as the height from grade to the bottom of the sign and the height from grade to the top of the sign*
- *Provide a plat of survey showing the proposed location of the sign(s) including dimensions to nearest property lines*

Submittal Statement (Applicant)

Having submitted plans and specifications, I hereby apply to Development and Planning Services, of the Village of Northbrook, IL for a permit. If this permit is granted, I will comply with all ordinances relating to the permit and pay all required fees. No error in omission in either application or plans, whether said application or plans have been approved by Development and Planning Services or not, shall relieve the applicant from constructing the work in any manner than that provided for in ordinances of the Village relating thereto.

I certify that the information contained in this application, attached plans, specifications and other attached documentation is true to the best of my knowledge. I also recognize that as the permit applicant, all fees and requirements associated with the review and future approval of the work described herein is my responsibility.

Print Name: _____

Signature: _____

For Office Use Only

Comments:

GENERAL SIGNAGE INFORMATION AND REQUIREMENTS

Please visit www.northbrook.il.us/zoningcode
(Section 9-106 of the Zoning Code) for the full set of sign regulations.

COMMERCIAL, INDUSTRIAL, AND OFFICE ZONING DISTRICTS – Permanent Signage

The total area of all signs on a zoning lot may not exceed one (1) square foot per linear foot of zoning lot frontage.

Ground/Pylon Signs:

- ◆ One sign of either type is permitted per 300 feet of zoning lot frontage.
- ◆ Maximum size is 100 square feet per sign face, or no more than 200 square feet total (double-faced signs).
- ◆ Ground signs may be a maximum of eight (8) feet from grade to the top of the sign, and pylon signs may be a maximum of twenty (20) feet in height, including a minimum eight (8) foot clearance from grade to the bottom edge of the sign.
- ◆ Ground signs must be installed a minimum of fifteen (15) feet from the front lot line and a minimum of six (6) feet from all other lot lines. Pylon signs have a minimum setback of six (6) feet from all lot lines.

Awning/Canopy/Marquee/Wall signs:

- ◆ Wall signs may not project more than twelve (12) inches from the structure to which it is attached.
- ◆ Signs may not exceed five percent (5%) of the wall to which it is affixed or 100 square feet, whichever is less.
- ◆ The maximum height for these types of signs is twenty (20) feet from grade to the top of the sign.
- ◆ Window signage may not exceed fifty percent (50%) of the window area to which they are attached, and may not block any area required for light, ventilation, or emergency exits.

TEMPORARY SIGNS

Temporary Signs:

- ◆ The application for permit must include a sketch of the sign as well as the dates it will be used.
- ◆ Signs may be displayed for a maximum of thirty (30) days in a calendar year.
- ◆ Each permit for this sign type is only good for the consecutive days the sign is in use. A new permit is required after every lapse in time.

APPLICATION FOR PERMIT

- ◆ A sign application must be submitted for each sign proposed.
- ◆ Drawings must be submitted for each sign proposed.
- ◆ Copies of the elevation drawn to scale (including height and frontage dimensions) must be submitted for each wall, awning, canopy, and marquee sign proposed.
- ◆ Copies of the plat of survey indicating the location and setbacks of the sign must be submitted for each ground or pylon sign proposed.
- ◆ Permit fees are assessed in accordance with the Village of Northbrook Annual Fee Ordinance.
- ◆ The Village does not require inspections for signs.
- ◆ No variations are granted for signage. Special permits may be applied for in the C-4, C-5, O-1, O-3, O-4, I-1, I-2, OS, and IB Zoning Districts to allow signs to exceed twenty (20) feet in height.