



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 Application

General Information

Property Address: _____
Business/Occupant's Name (Where work is to Occur): _____
Applicant/Contact Name: _____
Contact Telephone: _____ Contact Email: _____

Contractor Information

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Sign Detail Information

Type of Sign: (*separate permit required for each sign*)
 Temporary Permanent Real Estate Construction

Any New (proposed) **temporary** signs? Yes No (If **NO**, skip to next section)
Requested Dates for temporary sign display: _____
Number of new (proposed) temporary signs: _____
Location of new (proposed) temporary signs

Any New (proposed) **permanent** signs? Yes No (If **NO**, skip to next section)
Will this be for a multi tenant building? Yes No
Total new (proposed) permanent signs: _____
Total existing wall/awning/canopy/marquee signs _____
Total existing ground signs _____
Total existing pylon signs _____
Total area of existing signage on property _____ s.f.
Lot frontage (max sign=1sf sign/1lf frontage) _____ lf (*indicate in feet & inches*)

Any new **wall/awning/canopy/marquee** signs? Yes No (If **NO**, skip to next section)

Sign wall width _____ (*indicate in feet & inches*)

Sign wall height (*grade to top of sign*) _____ (*indicate in feet & inches*)

Sign wall Area (width x height) _____sf

Wall Area X .05 (max permit sign size) _____sf

Proposed sign width _____ (*indicate in feet & inches*)

Proposed sign height _____ (*indicate in feet & inches*)

Proposed sign wall location North South East West

Will this sign be illuminated? Yes No

Any New (proposed) **freestanding** signs? Yes No

Type of Sign: Ground / Monument Pylon

Proposed sign setback _____ (*measure from prop.line to leading edge of sign*)

Proposed sign width _____ (*indicate in feet and inches*)

Proposed sign height _____ (*indicate in feet and inches*)

Proposed sign area (width x height) _____sf

Proposed structure height (*grade to top of sign*) _____ (*indicate in feet and inches*)

Proposed sign clearance (*grade to bottom of sign*) _____ (*indicate in feet and inches*)

Will this sign be illuminated? Yes No

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

COMMERCIAL, INDUSTRIAL, AND OFFICE ZONING DISTRICTS

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 AND POLITICAL 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.

Political Signs:

- ◆ No permit is required for this sign type, but only one sign is permitted per zoning lot.
- ◆ The sign may be a maximum of four (4) square feet in area.
- ◆ Signs may be displayed fourteen (14) days prior to the election, and must be removed within fourteen (14) days following the election.

APPLICATION FOR PERMIT

- ◆ A sign application must be submitted for each sign proposed.
- ◆ Two drawings must be submitted for each sign proposed.
- ◆ Two copies of the elevation drawn to scale (including height and frontage dimensions) must be submitted for each wall, awning, canopy, and marquee sign proposed.
- ◆ Two 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.