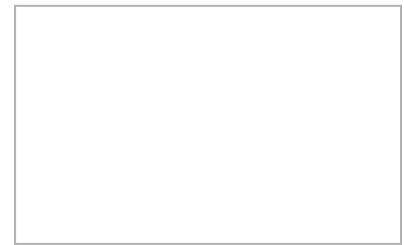




# SIGN PERMIT APPLICATION

## VILLAGE OF LINCOLNSHIRE

Department of Community Development  
 One Olde Half Day Road, Lincolnshire, Illinois 60069  
 Phone: 847.883.8600 | Fax: 847.883.8608 | www.village.lincolnshire.il.us



<b>PROJECT INFORMATION:</b>		Application #:		(Office Use Only)	
Business/Tenant Name:			<b>M C I F</b>		
Property Address:			Lot/Suite #:		
City:		State:		Zip Code:	
<b>SIGN TYPE REQUEST:</b>					
<b>Permanent Sign</b>					
<input checked="" type="checkbox"/> Check all that apply <b>S</b> = Structural Drawings Must be Included					
Awning/Canopy Sign <b>S</b>		Marquee Sign <b>S</b>			
Blade Sign		Modification to an existing sign			
Directional Sign <b>S</b>		Vehicle Service Station Sign <b>S</b>			
Ground Sign <b>S</b>		Wall Sign			
<b>Temporary Sign</b>					
Event/Purpose of Sign: _____					
Total Number of Signs: _____ Off-premises, <i>if permitted</i> (Yes or No): _____					
Sign Display Schedule – Start Date: _____ End Date: _____					
Number of Display Days ( <i>refer to Sign Computation page of this Permit</i> ): _____					
<b>Required Sign Information (must be completed for all sign requests)</b>					
Height (grade to highest point):		ft.		Length: _____ ft.	
Sign Area:		sq. ft.		Sign Structure Area: _____ sq. ft.	
Setback (from edge of street):		ft.		Landscape Area: _____ sq. ft.	
Sign Materials:					
Illumination Type:					
<b>Electrical Cost (if applicable):</b>		\$ _____			
<b>Total Cost (incl. installation):</b>		\$ _____			

<b>REQUIRED DOCUMENTS:</b>	<b>Total Sets</b>
<b>Sign Permit Application</b> (Incomplete applications will not be accepted)	1
<b>Landlord / Property Owner Letter of Consent</b> (see Signature Page of this form) Not-for-profit organizations may request a waiver of permit fees via letter of request on organization letterhead submitted with application.	1
<b>Permanent Sign Documents:</b> <ul style="list-style-type: none"> <li>• Sign plans/design in full color (front and side views), fully dimensioned.</li> <li>• Sign materials, colors, sign area, type of illumination, etc. must be identified on plans.</li> <li>• Site Plan/Location Map (must be drawn to scale, accurate sign location(s) clearly marked on the plan, include setback dimensions for ground signs).</li> <li>• Structural drawings/specifications (for sign types noted above “<b>S</b>”).</li> <li>• Landscape Plan per Section 12-8-1-E (for ground signs only).</li> </ul>	3 4 if <b>S</b> plans req.
<b>Temporary Sign Documents:</b> <ul style="list-style-type: none"> <li>• Photograph, image, sketch, or other document containing image of proposed temporary sign(s) (include sign message and colors to be used).</li> <li>• Site Plan/Location Map (accurate sign location(s) clearly marked on the plan). Aerial/satellite photograph may be used in place of a site plan (accurate sign location(s) must be clearly marked on the photograph).</li> </ul>	2

# LINCOLNSHIRE SIGN PERMIT APPLICATION

<b>CONTACT INFORMATION:</b>		
<b>APPLICANT INFORMATION: ALL FIELDS REQUIRED, except *</b>		
Last Name:	First Name:	
Business Name:		
Address:	Suite #:	
City:	State:	Zip Code:
Telephone #: (    )	Fax #: (    )	
Cell #*: (    )	Email*:	
<b>OWNER INFORMATION: (if different than Applicant Info) ALL FIELDS REQUIRED, except *</b>		
Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone #: (    )	Fax #*: (    )	
Cell #*: (    )	Email*:	
<b>TENANT INFORMATION: (Tenant submittal requires Owner information &amp; signature)</b>		
Last Name:	First Name:	
Business Name:		
Address:	Suite #:	
City:	State:	Zip Code:
Telephone #: (    )	Fax #: (    )	
Cell #*: (    )	Email*:	
<b>GENERAL / SIGN CONTRACTOR INFORMATION: (if necessary)</b>		
Business Name:		
Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone #: (    )	Fax #*: (    )	
Cell #*: (    )	Email*:	
License/Registration#:		
<b>ELECTRICAL CONTRACTOR INFORMATION: (if necessary)</b>		
Business Name:		
Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone #: (    )	Fax #*: (    )	
Cell #*: (    )	Email*:	
License/Registration#:		

<b>APPLICANT SUBMITTAL STATEMENT:</b>	
<p>I _____ certify that the information contained in this Application, attached plans and 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 are my responsibility.</p>	
Signature:	Date:

**LINCOLNSHIRE SIGN PERMIT APPLICATION - SIGNATURE PAGE**

<b>DESIGN PROFESSIONAL INFORMATION: (if required by Building Official)</b> <i>Not Required for Temporary Sign Permits</i>		
Last Name:		First Name:
Address:		Suite #:
City:	State:	Zip Code:
Telephone #: (     )		Fax #: (     )
Cell #: (     )	Email:	
License#:		
<p>I _____ declare that I have reviewed and/or designed the documents associated with this application, and therefore, take responsibility for the design work on behalf of a registered design firm. In addition, I certify that the information contained on the attached plans and specifications, and other attached documentation is true to the best of my knowledge, and accurately depicts the subject site on the date these documents were prepared.</p>		
Signature:		Date:

<b>LANDLORD / PROPERTY OWNER APPROVAL STATEMENT:</b>	
<p><i>A separate Landlord/Property Owner Approval Letter may be submitted in lieu of completing the following approval statement. Any such letter must be made upon company letterhead of the ownership party, include a statement granting authorization for the submittal of this Application and corresponding plans/documents, and be attached to this Application.</i></p>	
<p>I _____ certify that as the property owner and/or landlord as identified herein, I have reviewed the information contained in this Application, attached plans, specifications, and other attached documentation and hereby authorize the submittal of this Application, attached plans, specifications, and other attached documentation for the installation of the documented sign at the location(s) identified.</p>	
Signature:	Date:



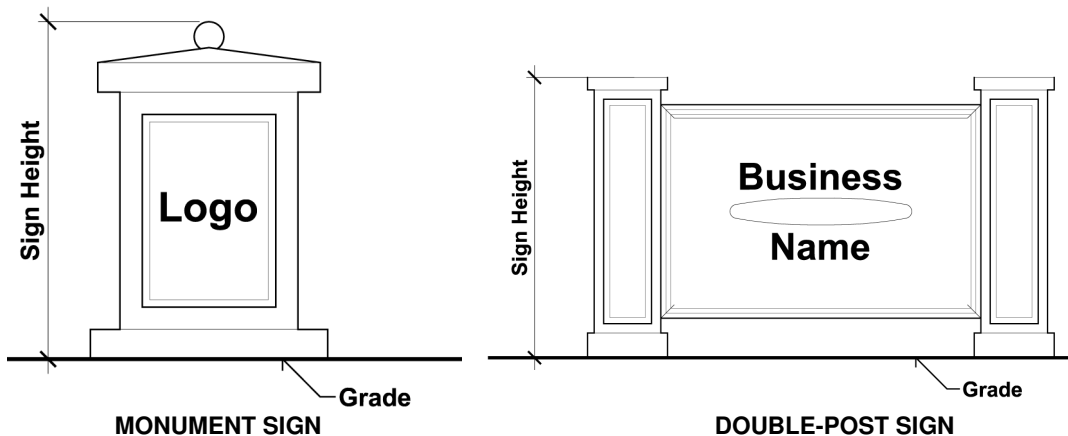
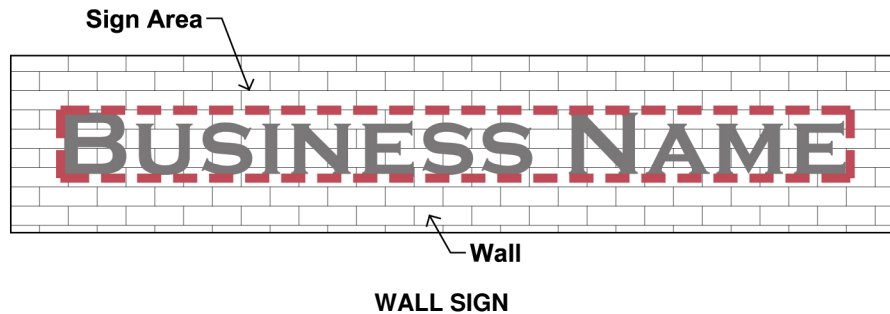
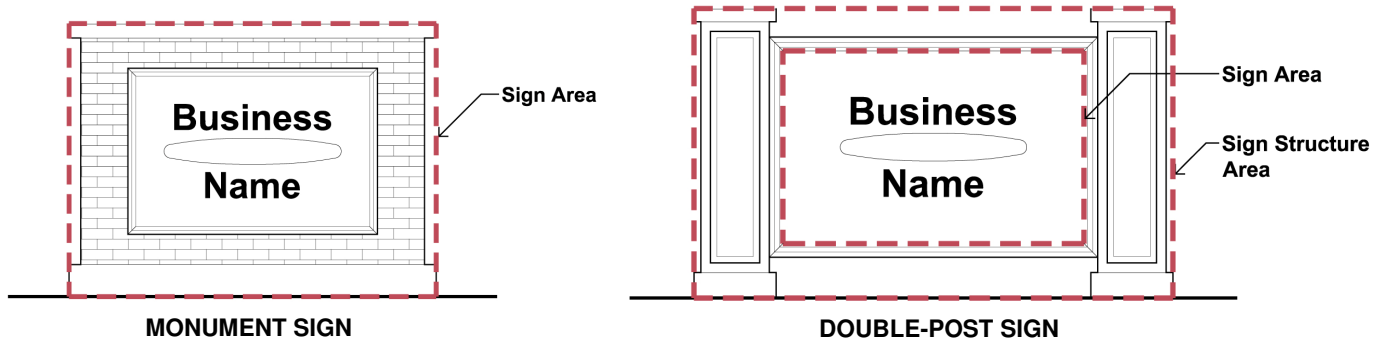
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



**VILLAGE OF LINCOLNSHIRE SIGN PERMIT APPLICATION**  
**SIGN COMPUTATION/GRAPHICS\***

**TEMPORARY SIGNS:** Unless otherwise noted in Section 12-13-1 of the Sign Control, Temporary Signs are permitted for a total of 90 calendar days and not more than 5 times (events) within the same calendar year. A minimum of 14 calendar days must occur before the issuance of a subsequent Temporary Sign Permit.

Unless otherwise noted in Section 12-13-1-B of the Sign Control, Temporary signs shall not exceed 20 square feet in area, shall have a maximum height of 6 feet, and shall be located a minimum of 15 feet from the back of the adjacent curb/edge of pavement (on private property).



\* The information contained on this page are not all-inclusive of the regulations contained in Title 12 – Sign Control of the Lincolnshire Code and should not be used as a replacement and/or substitute for any sign regulations.