



### **APPLICATION FOR SIGN PERMIT**

The following items must be collated at time of submittal:

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| 28 copies | Completed and signed <u>application</u> , including supporting information, which the applicant wishes to include. <b>DO NOT INCLUDE DIRECTIONS.</b>   |
| 28 copies | Colored, to scale drawings and dimensioned showing actual colors (maximum three), sign face(s), exposed surfaces, and the proposed message and design accurately represented as to size and area. Drawings should also depict to scale the proposed sign and any existing signs on the building or premises along with dimensions of the building and all existing signage. In addition, any supporting information such as specifications showing method of construction, illumination, and support of such sign, and all proposed landscaping. |
| 28 copies | Ground Sign only - Legible <u>plat of survey</u> or <u>site plan</u> of the subject site with location of proposed ground sign. Must be folded to not exceed 8 1/2" x 11".   |
| 1 copy    | Proof of Ownership and if needed letter of authorization.  |
| Fee       | Payment of applicable fees. This does not include sign permit fee.   |

### **General Information**

Applicant must complete **all** sections of the application. Failure to complete any section of the application will result in the delay in the consideration of the application. If a section of this application is not applicable, please write "N/A" in the appropriate place.

### **Request for Sign Modifications**

The Plan Commission has the authority under Section 11-607 of the Zoning Code to modify five specific aspects of a sign permit application. Those requesting such a modification must provide 28 copies of a statement of compliances in accordance with Section 11-607.

### **Process**

Completed and collated application packets must be stapled and submitted at least **28 days prior** to the regularly scheduled Plan Commission meeting to the Plan Commission Secretary/Village Planner. The Plan Commission meets the second Wednesday of each month. Staff completes a written review of the proposed signage based on the sign regulations (Section 9-106) of the Zoning Code.

The sign permit and all associated materials are forwarded to the **Plan Commission** for review. A representative familiar with the application must be present at the Commission meeting. The Commission can approve, deny or request additional information. The Plan Commission consists of nine (9) appointed members by the Village President and confirmed by the Board of Trustees.

The Plan Commission Secretary/Village Planner forwards the approved Sign Application to the Building Department for issuance of the sign permit. The Building Department contacts the applicant with the cost of the sign permit. **SIGNAGE CANNOT BE INSTALLED UNTIL PERMIT IS ISSUED BY THE BUILDING DEPARTMENT.**

**VILLAGE OF HINSDALE  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR SIGN PERMIT**

<b>Applicant</b>
Name: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____
Contact Name: _____

<b>Contractor</b>
Name: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____
Contact Name: _____

<b>ADDRESS OF SIGN LOCATION:</b>
<b>ZONING DISTRICT:</b>
<b>SIGN TYPE:</b>
<b>ILLUMINATION</b>

<p><b>Sign Information:</b></p> <p>Overall Size (Square Feet): _____ ( _____ x _____ )</p> <p>Overall Height from Grade: _____ Ft.</p> <p>Proposed Colors (Maximum of Three Colors):</p> <ul style="list-style-type: none"> <li>❶ _____</li> <li>❷ _____</li> <li>❸ _____</li> </ul>	<p><b>Site Information:</b></p> <p>Lot/Street Frontage: _____</p> <p>Building/Tenant Frontage: _____</p> <p>Existing Sign Information:</p> <p>Business Name: _____</p> <p>Size of Sign: _____ Square Feet</p> <p>Business Name: _____</p> <p>Size of Sign: _____ Square Feet</p>
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I hereby acknowledge that I have read this application and the attached instruction sheet and state that it is correct and agree to comply with all Village of Hinsdale Ordinances.

Signature of Applicant	Date
Signature of Building Owner	Date

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Total square footage: \_\_\_\_\_ x \$4.00 = \_\_\_\_\_ (Minimum \$75.00)

Plan Commission Approval Date: \_\_\_\_\_ Administrative Approval Date: \_\_\_\_\_