



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: October 7, 2020

www.villageofglencoe.org

Permanent Sign Permit Application Packet

This is a fillable PDF form. You may complete the form electronically and e-mail a copy to permits@villageofglencoe.org or print deliver the form to the Public Works Department.

Use this application to apply for a permanent sign permit. See Section 5-105 of the Zoning Code for complete sign regulations.

Section A: Application requirements:

PDF files of all materials listed below must be emailed to permits@villageofglencoe.org.

For all signs:

- Completed Permanent Sign Permit Application form. Each sign requires a separate permit application.
- Sketch, print, or other graphic depiction of proposed sign. Depiction must be to-scale and include all sign dimensions.
- Certificate of liability insurance for sign contractor
- Other documentation as required by Village staff

For wall signs:

- Site plan showing the location of the sign on the property
- Elevation drawing showing the placement of the sign on the building

For ground signs:

- Site plan showing the location of the sign on the property. Site plan must be a stamped survey unless this requirement is waived by staff. Site plan must show the distance of sign structure to property lines.



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

www.villageofglencoe.org

Permanent Sign Permit Application

Section A: Applicant Information

Sign location address:

Business/organization name for signage (if applicable):

Applicant name:

Applicant phone:

Applicant e-mail:

Property owner name (if different from applicant):

Owner phone:

Owner e-mail:

Sign contractor business name:

Sign contractor contact person:

Contractor phone number:

Contractor email:

Section B: Sign Information

Sign type:

- Wall sign
- Monument/Ground sign
- Awning sign
- Other

Illumination (if illuminated, electrical permit must be applied for prior to issuance of sign permit):

- Illuminated signs only: Is illumination under 75 foot-candles as measured at sign face? YES NO
- Internal External None

Wall/awning signs only:

Number of existing wall and awning signs:

Total square footage of existing wall and awning signs:

Façade length:

Clearance distance below proposed sign bottom:

Square footage of proposed sign:

Ground signs only:

Number of existing ground signs:

Total square footage of existing ground signs:

Square footage of proposed sign:

Height of proposed sign structure:

Section C: Acknowledgement and Signature:

I hereby acknowledge that all information provided in this application is true and correct.

Applicant's signature

Date

Property owner's signature (if different than applicant)

Date

Please e-mail this form with any supporting material to permits@villageofglencoe.org.

Public Works Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
Phone: (847) 835-4111 | E-mail: permits@villageofglencoe.org