



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

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

Last Updated: October 7, 2020

[www.villageofglencoe.org](http://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](mailto: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. **Please note that signage often requires an "Exterior Appearance Review" with the Plan Commission.**

### Section A: Application requirements:

PDF files of all materials listed below must be emailed to [permits@villageofglencoe.org](mailto: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.



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### 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](mailto:permits@villageofglencoe.org).**

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