



Miscellaneous: Signs:

1. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
2. Verify whether subject lot is a Floodplain site- see City's website www.cityhpil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Floodplain Regulation, Article XVIII
3. Permit Submittal Requirements-
 - a. Multi-family and Commercial-
 - i. Building and Electrical permit applications.
 1. (3) sets of Architectural and Electrical drawings, with sufficient information to convey the scope of work. Architectural drawings shall include:
 - a. Zoning analysis- regarding applicable zoning regulations, see City's Zoning Ordinance, Article XX- Signs.
 - b. Site Plan- showing location of signs, complete with dimensions and applicable zoning ordinance setback dimensions clearly noted.
 - c. A structural framing review by a licensed Design Professional (with Design Professional's signature/seal and license expiration date) may be required based on the scope of work.
 - d. Photographs or drawings depicting the installation of the signs in relation to the building or surrounding grounds.
 - e. Colored renderings depicting the colors proposed for the signs and the existing surrounding materials.
 - ii. (3) copies of current Plat of Survey.
 - iii. Tree preservation/removal permit application (if required based on scope of work).
 1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179
 - iv. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
 - v. Any exterior changes to all buildings and grounds, must be reviewed for approval by the Plan and Design Commission. For questions please call the Planning Division at (847) 432-0867