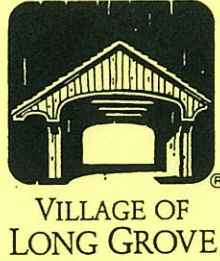


| | |
|----------------------------|--|
| FOR ZONING DEPT. USE ONLY: | |
| AC Received: | |
| AC Reviewed: | |
| AC Approved: | |
| Village Bd. Approved: | |



| | | |
|------------------------------|----|----|
| FOR BUILDING DEPT. USE ONLY: | | |
| Date Received: | | |
| Permit No.: | | |
| Date Issued: | | |
| Township: | | |
| Sec: | T: | R: |
| PIN No.: | | |
| Zoning: | | |

SIGN PERMIT ARCHITECTURAL COMMISSION APPLICATION

| | |
|------------------------|------------------|
| BUSINESS NAME: | BUS. PHONE #: |
| BUSINESS ADDRESS: | |
| BUSINESS OWNER'S NAME: | ALTERNATE PH. #: |

| | |
|---|--|
| TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING: | |
| LOCATION(S) OF PROPOSED SIGN PLACEMENT: | |

The Architectural Commission meets every third (3rd) Monday of the month at 7:00pm in the Village Hall. The applicant (or representative) must be present. Please prepare and submit six (6) sets of all of the following information two weeks prior to the meeting:

1. THIS FULLY COMPLETED APPLICATION SIGNED BY BOTH THE PETITIONER AND THE PROPERTY OWNER
2. REGARDING THE POSITION OR LOCATION OF PROPOSED SIGN ON THE BUILDING OR PROPERTY:
 - (a) PROVIDE SITE PLAN
 - (b) PROVIDE PHOTOGRAPH OF THE LOCATION ON THE PROPERTY OR BUILDING WHERE THE SIGN WOULD BE INSTALLED
 - (c) SQUARE FOOTAGE OF COMMERCIAL SPACE FOR WHICH SIGN IS BEING INSTALLED:

| |
|---------|
| sq. ft. |
|---------|

3. PROVIDE A DETAILED DRAWING (TO SCALE) OF THE PROPOSED SIGN, INCLUDING:
 - (a) DIMENSIONS
 - (b) SAMPLE OF COLORS ON SIGN
 - (c) LETTER STYLE TO BE USED
 - (d) SAMPLE OF ANY UNUSUAL MATERIAL TO BE USED ON THE SIGN

Should the sign be completed prior to the architectural board's approval (this is not encouraged), the sign itself, or a photograph of the sign, shall be presented at the Architectural Board meeting.

SIGN CONTRACTOR:

| | |
|----------|----------|
| NAME: | PHONE #: |
| ADDRESS: | |

The property owner's signature is required below before any sign application may be processed. The property owner's signature is confirmation that he/she has read and understands the regulations governing the erection of signs in the Village of Long Grove and further approves the erection of the above-described sign on his/her property.

| |
|------------------------------------|
| PROPERTY OWNER(S)' SIGNATURE(S) |
| PROPERTY OWNER(S)' PRINTED NAME(S) |
| BUSINESS OWNER(S)' SIGNATURE(S) |

(See the reverse side for maximum sign dimensions and fee schedule.)

**SIGN PERMIT
ARCHITECTURAL COMMISSION APPLICATION**

MAXIMUM SIGN SIZES AND FEES

The following dimension regulations and fee information are provided as a guideline and are excerpted from the Village Code, 5-19, "Sign Regulations." It is recommended that applicants read the entire section, available online at www.longgrove.net, to better understand the basis for sign permit approval.

RETAIL BUSINESSES:

| MAXIMUM SIGN AREA (SQ. FT.) PERMITTED IN BUSINESS DISTRICTS | | | |
|---|----|----------------------------------|-------------------------------|
| TOTAL FLOOR AREA OF BUSINESS | B1 | B2 | |
| | | NO INDIVIDUAL ARTERIAL ACCESS | INDIVIDUAL ARTERIAL ACCESS |
| 1 – 500 sq. ft. | 12 | 10 | 75 |
| 501 – 1,000 sq. ft. | 12 | 12 | 75 |
| 1,001 – 3,000 sq. ft. | 20 | 20 | 100 |
| 3,001 – 5,000 sq. ft. | 30 | 30 | 125 |
| 5,001 or greater | 30 | 30 ¹ | 125 ² |
| ¹ For each additional 2,000 sq. ft., an additional 10 sq. ft. of signage is permitted. The maximum total signage area shall not exceed 50 sq. ft. | | | |
| ² For each additional 2,000 sq. ft., an additional 10 sq. ft. of signage is permitted. The maximum total signage area shall not exceed 145 sq. ft. | | | |

FEE: Fees are calculated based on square footage of the sign and are as follows:

| B – 1 DISTRICT | | B – 2 DISTRICT | |
|-------------------------|----------|-----------------------------|----------|
| 10 sq. ft. or less | \$50.00 | 75 sq. ft. or less | \$100.00 |
| 10.1 – 12 sq. ft. | \$60.00 | 75.1 sq. ft. – 100 sq. ft. | \$125.00 |
| 12.1 – 20 sq. ft. | \$70.00 | 100.1 sq. ft. – 125 sq. ft. | \$150.00 |
| 20.1 – 30 sq. ft. | \$80.00 | 125.1 sq. ft. or greater | \$200.00 |
| 30.1 sq. ft. or greater | \$100.00 | | |

SUBDIVISION IDENTIFICATION SIGNS:

Not more than one (1) sign per entrance to subdivision; no single sign may exceed 40 sq. ft.
FEE: \$50.00 per sign

SUBDIVISION DEVELOPMENT SIGN:

FEE: \$100.00 per sign

OFFICE & OFFICE RESEARCH DISTRICT:

Maximum two (2) signs, not to exceed 100 sq. ft. total combined dimension; 50 sq. ft. maximum per sign.
Number of signs must be approved by Architectural Commission.
FEE: \$200.00 per sign

| FOR OFFICE USE ONLY | | | |
|--------------------------------------|---------|---|--|
| TYPE OF SIGN(S): | FEE(S): | Amount Paid: | |
| | | Date Paid: | |
| | | Permit #: | |
| | | Date of Issuance: | |
| | | | |
| Signature Of Village Zoning Official | | Signature of Village Official Issuing Building Permit | |