



ARCHITECTURAL COMMISSION SIGN PERMIT APPLICATION

The Architectural Commission meets every third (3rd) Monday of the month at 7:00 PM in the Village Hall or as otherwise posted. The applicant (or representative) must be present.

APPLICANT INFORMATION	
NAME	
BUSINESS (If applicable)	
ADDRESS	
PHONE NUMBER	
EMAIL	
PRIMARY OWNER NAME	
PHONE NUMBER	
EMAIL	
SQUARE FOOTAGE OF THE COMMERCIAL SPACE WHERE THE SIGN IS BEING INSTALLED	

SIGN CONTRACTOR INFORMATION	
NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
CONTACT	

- TYPE OF SIGN:**
- | | |
|--|--|
| <input type="checkbox"/> Large Real Estate Sign | <input type="checkbox"/> Construction Sign |
| <input type="checkbox"/> Subdivision Sign | <input type="checkbox"/> Business District Sign |
| <input type="checkbox"/> Nameplate Sign | <input type="checkbox"/> Development Identification Sign |
| <input type="checkbox"/> Gas Station Signage | <input type="checkbox"/> Office Signage |
| <input type="checkbox"/> Temporary Banner Sign | <input type="checkbox"/> B&B Signage |
| <input type="checkbox"/> Churches, Public Buildings, and Country Clubs | |

Please prepare and submit a set of the following information fourteen (14) days prior to the meeting.

INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.

- ☐ Completed Architectural Commission Application – Sign Permit Application signed by **both** the petitioner **and** the property owner.
- ☐ Completed Building Permit Application
- ☐ Written work proposal with detailed project description, including project value.
- ☐ Position or location of the proposed sign on the building or property.
 - ☐ Provide a site plan with dimensions and lot lines
 - ☐ Provide photographs of the location on the property or building where the sign would be installed.
- ☐ Provide a detailed drawing (to scale) of the proposed sign, including:
 - ☐ Dimensions
 - ☐ Sample of colors on sign
 - ☐ Letter style to be used
 - ☐ Materials to be used
 - ☐ Sample of any unusual material to be used on the sign
 - ☐ For requests in the B-1 Historic Districts see suggested design guidelines for signage.
- ☐ If electric is included – provide a copy of the State of Illinois Electrical contractor's license.

The following dimension regulations and fee information are provided as a guideline and are excerpted from the Village Zoning Code, 5-9-5, "Sign Regulations." It is recommended that applicants read the entire section, available online at www.longgroveil.gov, to better understand the basis for sign permit approval.

MAXIMUM SIGN AREA PERMITTED IN THE B1 BUSINESS ZONING DISTRICT (IN SQUARE FEET)		
Total Area of Business in Square Feet	Setback (building and all signs) less than 50' from nearest edge of pavement of main roadway unless otherwise approved by Architecture Commission.	Setback (building and all signs) at least 50' from nearest edge of pavement of main roadway.
1 – 1000	12	16
1,001 – 3000	20	26
3,001 – 5,000	30	38
5,001 or Greater	30	38

MAXIMUM SIGN AREA PERMITTED IN BUSINESS ZONING DISTRICTS, OTHER THAN B1		
Total Area of Business in Square Feet	No Arterial Access	Arterial Access
1 – 1000	12	20
1,001 – 3000	20	30
3,001 – 5,000	30	40
5,001 or Greater	30 ¹	50 ²
<p style="text-align: center;">NOTES</p> <p>¹ – For each additional 2,000 square feet greater than 5,000 square feet, an additional ten (10) square feet of signage is permitted. The maximum total signage area shall not exceed fifty (50) square feet.</p> <p>² – For each additional 2,000 square feet or greater than 5,000 square feet, an additional ten (10) square feet of signage is permitted. The maximum total signage area shall not exceed seventy (70) square feet.</p>		

Historical Downtown Signage Regulations

Signs shall follow the requirements set forth in the Long Grove Municipal Code, 5-9-5, Signs, to the greatest extent possible, except as listed below.

General Requirements

- Signs must reflect the historic and eclectic feel of the Long Grove Historic Downtown and be integrated within the landscaping and architecture whenever possible.
- Creative and unique signs are encouraged.
- Signs may not be internally illuminated.
- Recommended signs can be illuminated with architecturally appropriate fixtures including goose-neck style, carriage style, ground sign up lighting, or other fixtures designed to be hidden from view.

Placement

- No sign shall be placed more than twelve (12) feet above finished grade at the main entrance of the building.
- Signs must be placed adjacent to the destination they are intended to serve.
- Window signs are allowed but are to cover no more than 20% of the total window space.

Colors

- A darker background with lighter lettering is encouraged.
- Use body colors for awnings and canopies that blend with the building façade.

Materials

- Signs should be simple and constructed of high-quality materials.
- Signs must be durable, vandal resistant, and designed for easy maintenance.
- Suggested materials include painted wood, metal, and stone.
- No particle board or plastic is allowed.
- Highlight reflective metallic signs are not permitted.

Content

- Signs shall be limited to the business name and a maximum of five additional words describing the products or services.
- Signs may not include an email, web, address, or phone number of the business.
- A graphic or symbol may be included on the sign given it is complementary to the overall design of the sign.

Temporary Signs

- Temporary signs must comply with Section 5-9-3 of the Long Grove Municipal Code.
- Hand lettered or temporary ground stake signs are prohibited.
- Daily retail “specials” signs or sandwich board signs are not allowed to be placed within the right-of-way.

Business District Signage Regulations

Following the design recommendations listed for the historic downtown with the below differences

General Requirements

- Use low-profile signs, which are compatible with the architecture of the building.
- Signage should provide information and direction to direct people without confusion or delay

Placement

- Wall signs should be integrated into the façade of the building or landscape design.

Materials

- Materials should compliment architecture of the building.

IL Route 83 Monument Signage

- Use low-profile signs, which are compatible with the building architecture and site for all uses.
- Retail, office, service, and entertainment signage should be designed as monument signage.
- Each development may not have more than one monument sign.
- One sign per outlot is allowed. Ground signs of all outlots must not be more than eight (8) feet tall, measured from the final grade to the top of the sign.
- Ground signs for development must not be taller than fifteen (15) feet, measured from the final grade to the top of the sign.

Lighting

- Illuminated signs should only light the letters of the sign, not the background
- Signs can be internally illuminated.

APPLICABLE FEES (CHECK ALL THAT APPLY)		
✓	AMOUNT	DESCRIPTION
	\$50	Building Permit Application Fee – non-refundable
	\$500	Security deposit, refundable, as per Village Code Title 12-1-2(U)
	\$50	B-1 District – 10 square feet or less
	\$60	B-1 District – 10.1 – 12 square feet
	\$70	B-1 District – 12.1 – 20 square feet
	\$80	B-1 District – 20.1 – 30 square feet
	\$100	B-1 District – 30.1 square feet or greater
	\$100	B-2 District – 75 square feet or less
	\$125	B-2 District – 75.1 - 100 square feet
	\$150	B-2 District – 100.1 - 125 square feet or less
	\$200	B-2 District – 125 square feet or greater
	\$50	Subdivision Identification Signs – No more than one (1) sign per entrance to subdivision. Total sign not to exceed forty (40) square feet
	\$100	Subdivision Development Sign – Per sign
	\$200	Office & Office Research District – Maximum of two (2) signs, not to exceed one hundred (100) square feet total combined dimensions; fifty (50) square feet maximum per sign.
\$		TOTAL DUE

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) Printed Name: _____

Property Owner(s) Signature: _____

Applicant Printed Name: _____

Applicant Signature: _____

SUBMIT YOUR APPLICATION ELECTRONICALLY

- Digital copies of permit applications, supporting plans, and documents are accepted.
 - Email completed applications and documents to both longgrove@mundelein.org and to forms@longgroveil.gov
- Email your completed permit application and required attachments to the Long Grove Building Commissioner at mromanello@longgroveil.gov. Failure to include all the required attachments may delay the permitting process.
- Pay the listed application fee and security deposit online at www.longgroveil.gov or drop a check off at the Village Hall if you prefer. If paying online, include a copy of the paid receipt with your permit application.

FOR OFFICE USE ONLY

Date Received: _____ Permit Number: _____ Date Issued: _____

ARCHITECTURAL COMMISSION

☐ AC Received: _____ ☐ AC Reviewed: _____ ☐ AC Approved: _____

☐ Village Board Approval: _____

PAYMENT INFORMATION

Amount Paid: _____ Date Paid: _____