

VILLAGE OF HINSDALE
COMMUNITY DEVELOPMENT DEPARTMENT
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489
(630) 789-7030

APPLICATION FOR SIGN PERMIT

The following items must be collated at time of submittal:

- | | |
|-----------|---|
| 32 copies | Completed and signed <u>application</u> , including supporting information, which the applicant wishes to include. DO NOT INCLUDE DIRECTIONS. |
| 32 copies | Colored, to scale drawings and dimensioned showing actual colors (maximum three), sign faces, exposed surfaces, and the proposed message and design accurately represented as to size, area. Drawings should also depict to scale the proposed sign and any existing signs on the building or premises along with dimensions of the building and all existing signage. In addition, any supporting information such as specifications showing method of construction, illumination, and support of such sign, and all proposed landscaping. |
| 32 copies | Ground Sign only - Legible <u>plat of survey</u> or <u>site plan</u> of the subject site with location of proposed ground sign. Must be folded to not exceed 9" x 12". |
| 1 copy | Proof of Ownership and if needed letter of authorization. |
| Fee | Payment of applicable fees. This does not include sign permit fee. |

General Information

Applicant must complete **all** sections of the application. Failure to complete any section of the application will result in delay in the consideration of the application. If a section of this application is not applicable, please right "N/A" in the appropriate place.

Request for Sign Modifications

The Plan Commission has the authority under Section 11-607 of the Zoning Code to modify five specific aspects of a sign permit application. Those requesting such a modification must provide 30 copies of a statement of compliances in accordance with Section 11-607.

Process

Completed collated and stapled application packets must be submitted at least **28 days prior** to the regularly scheduled Plan Commission meeting to the Plan Commission Secretary/Village Planner. The Plan Commission meets the second Wednesday of each month. Staff completes a written review of the proposed signage based on the requirements of the Sign Code.

The sign permit is forwarded to the **Plan Commission** for review. A representative familiar with the application must be present at the Commission meeting. The Commission can either approve, deny or request additional information. The Plan Commission consists of nine (9) appointed members by the Village President and confirmed by the Board of Trustees.

The Plan Commission Secretary/Village Planner forwards the approved Sign Application to the Building Department for issuance of the sign permit. The Building Department contacts the applicant with the cost of the sign permit. **SIGNAGE CANNOT BE INSTALLED UNTIL PERMIT IS ISSUED BY THE BUILDING DEPARTMENT.**

**VILLAGE OF HINSDALE
COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION FOR SIGN PERMIT**

Applicant	Sign Contractor
Name: _____	_____
Address: _____	_____
City/Zip: _____	_____
Phone No.: _____	_____
Fax No.: _____	_____
Contact Person: _____	_____
SIGN ADDRESS: _____	ZONING DISTRICT: _____
Type of Sign: _____	Lot/street frontage: _____
Building frontage: _____	Total square footage of sign: _____
Dimensions of Sign: Length: _____	Height: _____
Overall height of sign (grade to top of sign): _____	
Proposed colors used in sign (max. three): _____	
Type of illumination: _____	Foot-candles: _____

EXISTING SIGN INFORMATION

Business Name	Size of Sign
_____	_____
_____	_____
_____	_____

I hereby acknowledge that I have read this application and the attached instruction sheet and state that it is correct and agree to comply with all Village of Hinsdale Ordinances.

_____ Signature of Applicant	_____ Date
_____ Signature of Building Owner	_____ Date

FOR OFFICE USE ONLY: Fee: \$3.30 per square foot, not less than \$60.00 per sign
Total square footage: _____ x \$3.30 = _____
Plan Commission Approval Date: _____
Date of Permit: _____ Permit No.: _____