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## Guideline For Sign Permit Review Submittals

**Purpose:** To provide a guideline for necessary required information to ensure a timely review of new sign permit applications.

Please **SUBMIT THIS COMPLETED CHECKLIST** with your application as it applies to your specific sign.  
**YOU NEED NOT CHECK ANYTHING THAT DOES NOT APPLY TO YOUR SIGN.**

- Application:** The Sign Permit Application must be signed by the applicant or authorized agent.
- Sign Plan:** Provide a sign plan showing the location of the proposed sign(s) and any other existing signs on the property in relation to nearby buildings, structures, access drives and parking spaces with the setback of the sign from any adjacent right of way identified. Note if any existing sign is to be removed.
- Landscape Plan:** Indicate a landscape area equal to two (2) square feet for each square foot of signage around the base of all freestanding signs. The landscaped area shall contain living landscape material consisting of shrubs, perennial ground cover plants or a combination of both.
- Sign Elevation:** Provide an elevation or sketch showing the sign faces, exposed surfaces and proposed message thereon accurately represented in scale as to size, proportion, dimensions of letters and features, and color with the total square footage of the sign noted thereon.
- Building Elevation:** Provide a building elevation or photo rendering drawn to scale showing the placement and size of the proposed sign(s).
- Dimensions:** Indicate the setback distance for freestanding signs. Freestanding signs must maintain a minimum setback of five (5) feet from each property line.
- Dimensions:** Indicate the dimension of the establishment frontage to which the sign is to be mounted. Provide the linear length of the principal building frontage of the establishment.
- Dimensions:** Indicate the overall height, length and/or projection of the sign or awning.
- Dimensions:** Indicate the area(s) of text or graphic elements on the sign.
- Dimensions:** Indicate the mounting height to the underside of the sign or awning.
- Dimensions:** Indicate the distance from the edge of an awning sign to the face of the street curb. The distance must be at least 24 inches from the curb or greater.
- Dimensions:** Indicate the distance the sign projects from the building wall. Wall signs shall not project more than 12 inches from the face of the building.
- Lighting:** Indicate the distance lighting fixtures project from the building wall. Exterior sign lighting fixtures shall not project more than two (2) feet over the public right of way.

- Lighting:** Indicate the sign and/or associated exterior lighting shall be controlled by either a combination of photosensor and a time switch, or an astronomical time switch.
- Electric:** Indicate the location of the sign's disconnect switch.
- Electric:** Indicate location of existing panel board and required circuitry to service new signs.
- Electric:** Provide written verification from the sign manufacturer that the sign will be properly listed and labeled in accordance with the National Electric Code.
- Electric: Message Boards:**
  - Message boards shall only be erected by attachment to a freestanding sign.
  - Indicate that the maximum area of a message board shall not exceed 18 square feet, unless operated by a governmental body.
  - Indicate that the messages shall be static, use of video displays, animation, or flashing, scrolling, or blinking characters is not permitted.
  - Message board text and graphics must be located on a black or "paper white" background.
  - Indicate the message displayed may be changed no more than once every 15 seconds.
  - Indicate the message must change instantaneously and shall not fade out or dissolve.
  - Indicate that single messages shall not be divided between two or more screens.
- Attachment:** Indicate the composition of the building's wall system that the sign will be attached to. Indicate the method of attachment of the sign or awning to the building, including fastener type, size and spacing. The attachments shall be designed to resist the combination of a ninety (90) mile per hour three (3) second gust wind speed and the dead load of the sign and supporting structure.
- Structural:** Provide drawings signed and sealed by a licensed architect or structural engineer for all freestanding signs. Provide information on the design of any internal supports or framework and foundations.
- Owner's Consent:** If the sign is proposed to be placed on property not owned by the applicant (e.g., for a tenant), provide written consent of the owner(s) of the building, structure or land on which the sign is to be erected.
- Indemnification:** Sign and return the attached statement that indicates the owner of the sign for any and all signage projecting over the public right of way shall indemnify and hold the village harmless from any damage, cause of action or claim to be caused by the improper construction or maintenance of the sign.
- Removal Upon Abandonment:** Sign and return the attached statement that indicates the sign owner(s) agree to remove the sign at their own expense in the event the sign is abandoned.