

Permit No. \_\_\_\_\_



# Village of Glen Ellyn Banner Sign Application

**CONTACT INFORMATION:** Check one:  Owner  Tenant

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BANNER INFORMATION (PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH BANNER):**

1. Location to which, or upon which, the banner is to be attached: \_\_\_\_\_

2. Manner of attachment: \_\_\_\_\_

3. Type of material: \_\_\_\_\_

4. Size: length, width and area (maximum 32 square feet) \_\_\_\_\_

5. Text: \_\_\_\_\_

6. Date of installation: \_\_\_\_\_

7. Date of removal: \_\_\_\_\_

**PER VILLAGE CODE 4-5-3: Definitions and 4-5-9: Special Event Signs**

**Banner Sign:** A temporary sign composed of cloth, canvas or other lightweight material either enclosed or not enclosed in a rigid frame.

**General Provisions:** On-premises Banner Sign advertising or directing attention to a special product or commercial event such as a grand opening may be located only in commercial districts upon prior written approval by the Village Manager or his designee in accordance with the following standards:

1. Application for approval shall be made by the owner or tenant of property;
2. The Banner Sign shall be affixed in such a manner so it does not allow wind activation;
3. It may be displayed for a maximum of 30 days and must be removed within 3 days following the event;
4. It may not be located on or over a public right-of-way; and
5. Banner Signs shall not exceed 32 square feet in size.

**Permit Fee:** Please remit a check for Thirty Dollars (\$30.00) payable to the Village of Glen Ellyn with this application.

<b>- FOR OFFICE USE ONLY -</b>	
<b><u>APPROVED FOR PERMIT:</u></b>	
(Notes): _____	
_____	_____
Building & Zoning Official	Date

