

Permit Process

Most signs, including replacement panels, require a sign permit. Sign permit applications are available from the Building Division on the second floor of Village Hall, or on the web at www.mountprospect.org.

Please submit the following with the application:

- **Scaled Site Plan:** if freestanding, show landscaped area and exact location of the sign(s) on the lot in relation to property lines, buildings, driveways and other signs (3 copies)
- **Plat of Survey**
- **Building Elevation:** if non-freestanding, scaled drawing or digital photo of the elevation of the building to which the sign will be attached (3 copies)
 - » All windows, doors, canopies, roof lines and other architectural elements shall be shown
 - » Show dimensions of the gross surface area of the wall, canopy or awning to which the sign will be attached
- **Sign Elevation** of each face of the proposed sign(s) showing all dimensions and height above grade. Show color of the sign including supports, lettering, graphics, borders and backgrounds (3 copies, including 1 color)
- **If illuminated**, indicate the location of the outside disconnect switch
- **\$25.00 Review fee**, which is non-refundable and will be applied towards the permit fee upon approval.

If you have any questions or require additional information, please do not hesitate to contact the Community Development Department at 847/818-5328.

Signs Exempt from a Permit

A few sign types are exempt from requiring a permit. For a complete list, refer to Section 7.202 of the Village Code. Included are:

Commercial Temporary Signs related to a temporary activity taking place on the property, provided:

- The sign does not exceed 16 sq ft in area
- The sign does not exceed 6' in height from grade or finished floor elevation
- One per street frontage is allowed
- The sign is located on private property and not attached to any parking light pole or tree
- For signs that relate to the primary use of the property, freestanding signs are not allowed
- Multi-tenant properties shall attach the temporary sign to the wall of their establishment
- The sign is removed within 3 days after the temporary event concludes, but in any event no longer than one year

Examples may include: For Sale/Lease, Help Wanted, Contractor Signs, Special Sale Events

Window Signs provided the total area of permanent and temporary window signs occupy no more than 50% of the total window surface area.

Commercial Sidewalk Signs are allowed in B-5C, B-5, B-4 and B-3 zoning districts when they comply with guidelines in Section 7.202 I of the Village Code.

Additional Information:

For complete details of the Village's Sign Regulations, refer to Section 7 of the Village Code.

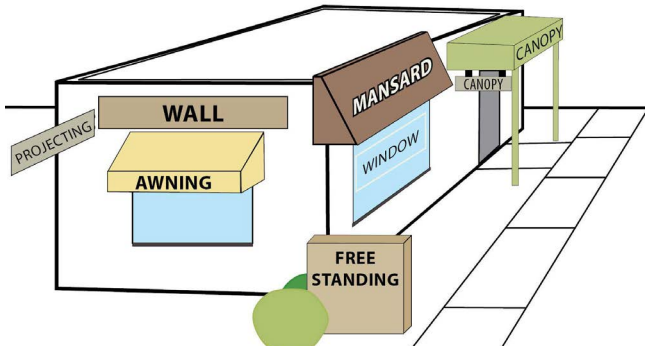
Village of Mount Prospect Sign Guidelines



Village of Mount Prospect
Department of Community Development
50 S. Emerson Street
Mount Prospect, IL 60056
847/818-5328
www.mountprospect.org

Sign Guidelines

Signs are an important part of any successful business, but it is often forgotten that signs become an important part of the landscape. The Village of Mount Prospect has developed these sign guidelines to help promote strong business practices while preserving the image of the Village. The complete sign code is available on line, or for purchase through the Village Clerk's Office.



How many signs are allowed?

For both Freestanding and Wall Signs, there can be one per street frontage. In some cases, such as a rear entrance, an additional wall sign is allowed.

What signs are prohibited?

The following signs are not permitted in the Village:

- Signs in the public right-of-way.
- Roof signs and signs painted directly on the building exterior.
- Signs that move such as feather signs or air dancers.
- Inflatable signs, pennants, streamers, and signs on light poles.

Do I need a permit for Special Event Balloons or Searchlights?

Yes! Temporary special event balloon or searchlight devices require a permit. Up to 4 events are allowed per business per year, each valid for 4 consecutive days. Ground or roof secured balloons are limited to 20' maximum diameter, spheroid shapes only, without signage and may not exceed 40' maximum height. Illuminated balloons and searchlight devices must be turned off between 11pm and 7am.

Permanent Signs

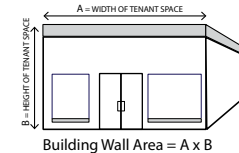
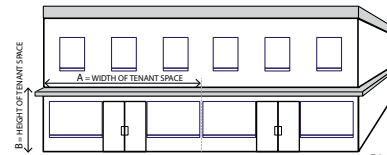
Wall Signs

Sign Area

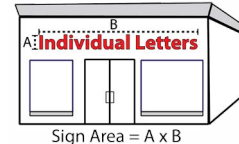
Sign area shall not exceed 10% of the area of a building wall, including doors and windows, to which the sign is to be affixed or 150 square feet, whichever is smaller.

Wall sign area may be increased to 20% if the sign consists of only individual, outlined alphabetic, numeric, and/or symbolic characters without background besides the building surface (see illustration, right), provided the increase in size does not exceed 150 square feet in area.

Building Wall Area



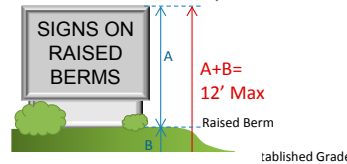
Sign Area- Wall



Freestanding Signs

Size

A freestanding sign may not exceed a maximum of 75 sq ft per sign face, and shall not exceed 12 feet in height from grade, even if located on a berm (see illustration below).

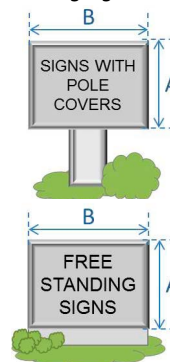


Location and Landscaping

Freestanding signs must be located:

- At least 5 ft back from the property line.
- In a landscaped area separated and protected from vehicular circulation and parking area. A minimum of 2 sq ft of landscaping for every 1 sq ft of sign face is required. Landscaping shall form an attractive, dense cluster at the base of the sign.
- Not within a "Vision Clearance" area as defined by code.

Freestanding Sign Area = A x B



Electronic Message Centers (EMC)

May be incorporated into a freestanding sign if:

- The EMC is less than 40% of the total area of the sign face.
- Located below a maximum of 6 permanent items of information.
- The message does not change more frequently than every 10 seconds.
- The message is static and without movement or have the illusion of movement.
- The transition is instant; no scrolling, fading traveling, etc.

All Other Signs

See Section 7.302 of the Village Code for guidelines on all other permanent sign types which include awning, canopy, projecting, directional, menu boards and more.

Commercial Temporary Signs

Require a permit if larger than 16 sq ft and need to comply with the following:

- One temporary sign per street frontage is allowed.
- Signs located within 100' of a residential property shall not exceed 32 sq ft in area or 8' in height from grade.
- If located more than 100' from a residential property line, the sign shall not exceed 50 sq ft or 10 ft in height.
- Must be at least 5' back from the property line.
- May contain a maximum of 14 items of information.
- Shall be removed within 3 days after the sign no longer meets its intended purpose, but in any event shall be up no longer than one year.

Examples may include: For Sale/Lease, Special Sales, identification of a construction project or announcing a prospective.