

**APPLICATION FOR  
TEMPORARY SIGN PERMIT**

**VILLAGE OF GLENDALE HEIGHTS**  
**300 Civic Center Plaza**  
**Glendale Heights, Illinois 60139**  
**(630)260-6030**  
**(630)260-1317 facsimile**

<b>For Office Use Only</b>	
Permit No. _____	
Date Issued _____	
Fee _____	Deposit _____

**PLEASE SUBMIT A SIGN DRAWING WITH THIS APPLICATION.**

Applicants Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Business Address: \_\_\_\_\_ Shopping Center: \_\_\_\_\_

Display Dates: From \_\_\_\_\_ To \_\_\_\_\_ Total Days \_\_\_\_\_

Type of Sign	Size (Height x Width)	Area (Sq. Ft)	Height Above Grade
Portable	_____ x _____	_____	_____
Pole Banner	_____ x _____	_____	_____
Inflatable	_____ x _____	_____	_____
Wall Banner	_____ x _____	_____	_____
Other _____	_____ x _____	_____	_____
Pennants	Date Business Opened _____		

Describe Location of Sign: \_\_\_\_\_

***\*IMPORTANT - PLEASE READ CAREFULLY\****

I have read and understand the Temporary Sign Regulations associated with this permit and agree to comply with all the regulations relative to the display of this Temporary Sign. I further understand and acknowledge that my deposit will be forfeited if I fail to comply with the regulations and remove the sign within 24 hours after the expiration of this permit and thereafter will become subject to the issuance of a citation for a Zoning Violation.

\_\_\_\_\_  
Signature of Applicant

( ) \_\_\_\_\_  
Applicants Phone Number

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
PERMIT EXPIRATION DATE

## TEMPORARY SIGN PERMITS

Permits must be obtained from the Village prior to the display of any Temporary Sign, except signs exempted by the ordinance. The fee is \$50.00 per permit. A \$200.00 cash escrow deposit is required at the time the permit is issued that will be refunded after the sign has been removed in accordance with the time period specified. Temporary signs shall be removed within 24 hours after the expiration of permit. Citations will be issued for all unlawful signs.

### EXEMPT SIGNS

1. Seasonal Decorations: Decorations clearly incidental, customary, and commonly associated with a national, local, or religious holiday or celebration and not otherwise prohibited by the Village.
2. Temporary Window Signs: One or more temporary window signs that advertise only sales or special events and that, together with all non-exempt permanent window signs, have an aggregate area of not greater than 50% of the total display window area.
3. Election Campaign Signs: One sign permitted per street frontage per lot that is not illuminated and does not exceed 32 sq. ft. in area. Free standing signs shall not exceed 8 feet in height, must be setback at least 1 foot from property lines, and shall not interfere with sight distances at intersections. Election campaign signs shall not be displayed earlier than the second Saturday before the election date nor more than 5 days following the date of the election.

### TEMPORARY SIGNS REGULATIONS

1. Design & Maintenance - All temporary signs shall be professionally printed and tasteful in color and design. Temporary signs which become tattered or torn while being displayed shall be immediately replaced or removed.
2. Permit Limitations: No more than four (4) temporary sign permits shall be issued for any one business in any calendar year. Temporary signs are also limited to a maximum of 60 days per calendar year, and a maximum of 30 days per event, with a minimum 30 day break between events. **EXAMPLES:**

#### Seasonal Events

Spring - 15 Days  
Summer - 15 Days  
Fall - 15 Days  
Winter - 15 Days

#### Holiday Events

Labor Day - 20 Days  
Veteran's Day - 20 Days  
Memorial Day - 20 Days

#### Special Events

Anniversary - 30 Days  
Clearance - 30 Days

3. NUMBER: Not more than one non-illuminated temporary sign shall be permitted at one time, except in multi-tenant buildings and shopping centers, a maximum of two temporary signs may be displayed at any one time. (Note: Businessmen located in shopping centers are encouraged to secure permits for planned events as early as possible in the calendar year. The limit of 2 temporary signs per shopping center will be issued on a first come/first serve basis.)
4. GRAND OPENINGS: In addition to the temporary signs permitted during a calendar year, new businesses, or existing businesses closed for remodeling for at least six months, shall be permitted to display pennants and temporary signs for an additional 14 days for a Grand Opening during the first 4 months.
5. BANNERS: A banner shall not exceed 32 sq. ft. in area, and shall not be displayed to cover permanent business signs. A banner that is mounted on a wall or canopy must be secured taut.
6. POLE BANNERS: Temporary banners mounted on light poles or other pole structures shall not exceed 6' in height and 2 1/2' in width, and shall be mounted a maximum of 16' above grade level. Such banners shall maintain a 9' clearance above pedestrian walkways and 12' clearance above parking lots and driveways. No more than two (2) banners per pole is permitted. Pole banners may also be displayed for Shopping Center sidewalk sales and year round at Automobile Sales Dealerships.
7. PORTABLE SIGNS: Portable signs shall not exceed 24 sq ft. in area or 8' in height. Such signs must be setback a minimum of 7' to any property line and must be located outside the vision clearance triangle at street and driveway intersections. (The vision clearance triangle is formed by measuring 30' from the point of intersection of a street(s) and a driveway in both direction, and by a straight line connecting these two points.) **NOTE: PORTABLE SIGNS SHOULD NOT BE CONFUSED WITH "TRAILER MOUNTED SIGNS" WHICH ARE PROHIBITED.**
8. INFLATABLE SIGNS: Inflatable signs, such as balloons, animal figures, and the like, are permitted only on properties zoned C-3 General Business District with a minimum 600' of frontage.

### PROHIBITED SIGNS

The following signs and displays, as defined herein, are prohibited in all zoning districts:

1. Temporary signs and any Attention Getting Device or Activity, except as otherwise permitted or exempted from these regulations.
2. Projecting, roof, festoon, flashing, beacon, vehicle sign, snipe sign, and trailer sign.
3. Inflatable signs, except as otherwise permitted by this ordinance.
4. Murals or signs painted on exterior building walls or fences.
5. Signs on vacant land other than real estate signs, construction signs, or outdoor advertising signs, as defined and regulated herein.
6. Outdoor display of merchandise to attract attention to a business except as permitted by a Temporary Use Permit or a Conditional Use Permit for an Open Sales Lot, and Service Stations as permitted by this ordinance.
7. Signs consisting of a string of hanging lights, except for seasonal decorations, Christmas tree sales, and theater marquees as permitted by this ordinance.
8. Pennants, except as permitted by this ordinance for grand openings.
9. No temporary sign shall contain an advertisement of any business or service not conducted on or in the premises on which such sign is displayed.