



Community Development & Fire Department
100 Carrington Drive, West Dundee, IL 60118
Phone 847-551-3805 Fax 847-551-3814

TEMPORARY SIGN PERMIT APPLICATION

≧ NOT INCLUDING REAL ESTATE SIGNS ≦

Date: _____

Address of Proposed Sign: _____

Business Name: _____

Owner of Property: _____ Phone: _____

Owner's Address: _____ Fax: _____

City, State, Zip: _____

Contractor: _____ Phone: _____

Address: _____

Contact Name: _____ Fax: _____

Plat Of Survey / Drawing with Sign Display Location Attached: Yes No

✓ CHECK ALL BOXES BELOW THAT APPLY

Freestanding (no banner or vinyl material)

Wall

Banner

Other, Specify _____

DATES TO BE DISPLAYED: _____ To _____

SIGN DIMENSIONS: _____ X _____ = _____ sq. ft.

SIGN DESIGN/WORDING: _____

Comments

Approved _____

Not Approved _____

SIGNATURE

TEMPORARY SIGNS

≡ NOT INCLUDING REAL ESTATE SIGNS ≡

Businesses, Churches, and Non-Profits may promote events and specials with these types of Temporary Signs (permits required for most):

- Daily Temporary Signs: (*No Permit Required*) Placed in front of business entrance daily and taken in at night. Located 10' from customer entrance but must not create pedestrian obstruction
 - May be Sandwich Board: 24" x 36" maximum per side
 - May be Three Legged Easel: 36: x 36" maximum single side
 - 1 per address, 2 if rear customer entrance used (each displayed near entrance)
 - Constructed with weather worthy materials, no balloons, streamers, paper, etc attached
 - Lettering must be at least 3" per letter to aid in visibility

- Non Profit Organization Signs: (*No Fee Permit Required*)
 - Max size 32 sq. ft for Freestanding or banner sign
 - 14 day duration per permit (no consecutive display)
 - Only 2 signs allowed at any one time, per organization (one if changeable copy sign exists)

THE FOLLOWING TYPES OF BUSINESS SIGNS:

- May be Banners: Maximum 32 sq. ft. (4' x 8'); displayed on first floor building walls; all corners affixed
 - May be Freestanding: Max 32 sq. ft. per side; cannot be banner or vinyl material.
 - One sign per address near entrance or facing street. For large parks, may be near main entrance
 - A total of four signs allowed per calendar year, per individual business not including Group Special Event or Grand Opening signs.
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- Promotional Signs: (*\$25 Permit fee per calendar year*) For special promotion i.e. rates reduction, free gift with purchase, grand re-opening. To be displayed for 30 days duration (consecutive display prohibited).

 - Individual Special Event: (*\$25 Permit fee per calendar year*) For a single event within a business i.e. holiday brunch, trunk show, book signing. May be displayed 14 days.

 - Group Special Event: (*\$25 Permit Required*) For an event involving 6 or more businesses i.e. sidewalk sale, extended holiday hours. A Special Event permit is also required at no fee.

 - Grand Opening: (*Permit Required – at \$2per square foot*) For new business or new owner. May be displayed for 30 days. Special time extension consideration for pending ARC application.

NOTE: BALLOONS, FLAGS, MOVING SIGNS, PENNANTS, SPINNERS, STREAMERS, SIGN WALKERS OR HOLDERS; AS WELL AS ANY REFERENCE TO VIDEO GAMING, ARE STRICTLY PROHIBITED.