

Notice of Temporary Signage on Private Property

In accordance with Section 10-10-8 of the Morton Grove Municipal Code, the Village Administrator must be notified of the installation of temporary exterior signs and displays on private property prior to installation. Temporary signs and displays include temporary window signs, banners, temporary freestanding signs, and exterior promotional displays, such as inflatable items, promotional flags, and similar outdoor decorations.

A separate notice must be submitted for each sign to be installed. Notice must be filed with the Village at least 14 DAYS prior to installation. Submit notice to the Morton Grove Building Department (6101 Capulina Avenue) or to commdev@mortongroveil.org. Applicant will only be notified if signage does NOT comply with Village regulations.

Sign Location Address	<input type="text"/>	Business/Org. Name	<input type="text"/>		
Property Owner Name	<input type="text"/>	Applicant Name	<input type="text"/>		
Property Owner Email	<input type="text"/>	Applicant Email	<input type="text"/>		
Property Owner Phone	<input type="text"/>	Applicant Phone	<input type="text"/>		
Sign Type	<input type="checkbox"/> Window Sign <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Banner <input type="checkbox"/> Flag <input type="checkbox"/> Feather Banner <input type="checkbox"/> Inflatable Item <input type="checkbox"/> Other: _____		Date of Installation	<input type="text"/>	
Sign Length	<input type="text"/>	Overall Height	<input type="text"/>	Date of Removal	<input type="text"/>
Sign Width	<input type="text"/>	Sign Area	<input type="text"/>	Sign Material	<input type="text"/>
				Sign Fabricator	<input type="text"/>

Submittal Checklist

- Site plan or photograph identifying where the sign will be located on private property
- Drawing or photograph of the proposed sign, including dimensions (length, width, and overall height)






I have read the Municipal Code sections addressing temporary signage within the Village of Morton Grove and fully understand the requirements, assumption of risk, waiver, and release of all claims. I understand that failure to comply with provisions of the Municipal Code is punishable by fine for each day that the violation exists. Any misrepresentation or inaccuracy of facts contained on this form will result in this notification being declared null and void, and will require immediate removal of the signage at the expense of the owner or applicant. The applicant and property owner's signatures below indicate the information presented in this application and on any accompanying documents is true and correct.

Property Owner Signature

Applicant Signature

FOR VILLAGE USE ONLY			
Proposed Signage	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	Date	<input type="text"/>
Required Removal Date	<input type="text"/>	Signature	<input type="text"/>

Temporary Signage Dimensional & Locational Requirements

Sign Type	Maximum Area	Maximum Quantity	Permitted Location	Maximum Duration of Installation	Example
Window signs	33% of total window area, 50% of individual window	N/A	All properties	60 consecutive days	
Banners, general temporary signs	Property or unit frontage (in feet) ÷ 2 = max. total square footage (or 40 square feet, whichever is less)	2 banners + 1 temporary sign	Non-residential properties only	60 consecutive days, 180 days in a calendar year	
Flags, inflatable items, outdoor decorations	N/A	N/A	All properties	20 consecutive days, 40 days in a calendar year	
Portable signs	6 square feet per sign face, maximum 4 feet height	1	C-1, C-2, and C/R Districts only	During open business hours only	
Freestanding signs	32 square feet	1	Non-residential properties only	60 consecutive days, 180 days in a calendar year	

Temporary Signage Regulations

10-10-6:C Maintenance: The property owner and the owner of a sign shall be jointly and severally liable for the maintenance of the sign in good working order and repair, including replacing all burned out lighting elements, maintaining the sign in a neat, safe and attractive condition and in a condition appropriate to the intended use, replacing or repairing any part or portion of a damaged sign or a sign faded or altered by ordinary wear, tear or damage.

10-10-6:F Location:

- All signs above any entrance shall have a minimum clearance of eight feet (8') above grade.
- No sign shall extend into, on or over an adjacent property without the written consent of the adjacent property owner. No sign shall be permitted to extend into the village's right of way unless it is approved by the Village Administrator. Such approval may be conditioned upon proof of insurance, indemnification, and other reasonable conditions.
- No sign in the R-1, R-2, R-3 district shall be closer than eight feet (8') from any side or rear lot line or four feet (4') from the public right of way.
- No sign shall obstruct the visual sightline of pedestrians or vehicular traffic.

10-10-5 Prohibited Signs: The following types of signs and attention getting devices identified in this section are prohibited unless specifically authorized elsewhere in this chapter:

- Action signs or signs which incorporate physical movement, except for electronic message signs in conformance with Section 10-10-7.
- Off premises, billboard or outdoor advertising including any sign which does not identify or directly relate to a business or establishment located on the premises, except for special event signs authorized by the Village Administrator.
- Pole signs, other than existing nonconforming signs.
- Roof signs, except for temporary displays approved by the Village Administrator.
- Signs that are painted directly on any part of a building or fence.
- Signs which contain words, statements or pictures of obscene, indecent or immoral characters and/or are injurious to the surrounding area property values.
- Trailer mounted signs and any sign on a motor vehicle which is not used for daily operations or during the regular course of business, or is not licensed, insured, or operational.
- Projecting signs larger than eight (8) square feet unless approved through the appearance commission's design review process.
- Signs which by color, location, or design resemble or conflict with traffic controls.
- Signs posted on trees, or utility poles.

- Any sign which is a traffic hazard or a hazard to safety or health including signs which are of inadequate design, construction, repair or maintenance.
- Any sign not expressly permitted by this chapter unless approved through the Appearance Commission's design review process.

10-10-8 Temporary Signs and Displays:

- No permit is required for temporary window signs and temporary exterior signs and displays listed in subsections B through E of this section. However, advance written notice of the date of installation of all temporary exterior signs and displays must be provided to the Village Administrator.
- Temporary window signs may cover up to one-third (1/3) of the total glass area of the transparent windows of the building or tenant space, excluding doors. No such sign shall exceed fifty percent (50%) of the area of an individual window. All signs displayed in windows shall be professionally made and displayed uniformly in the window. Discolored, torn, or damaged signs shall be removed immediately. All temporary window signs shall be removed within sixty (60) days of installation unless an extension of up to sixty (60) additional days is granted by the Village Administrator.
- One temporary sign and two (2) temporary banners shall be allowed for each nonresidential property. The total area of the temporary signs and banners shall not exceed one-third (1/3) of the total wall signage allowed per frontage. No temporary sign or banner may be displayed for more than sixty (60) days unless an extension of up to sixty (60) additional days is granted by the Village Administrator. No tenant space may display temporary signs or banners for more than one hundred eighty (180) days in any calendar year. **Temporary signs and banners shall be professionally made.** Unsecured, discolored, torn, or damaged signs and banners shall be removed immediately.
- Temporary exterior promotional displays such as inflatable items, promotional flags, and similar outdoor decorations may be displayed for a period not to exceed twenty (20) consecutive days. No property may display temporary exterior promotional displays for more than forty (40) days in any calendar year.
- One portable sign such as a sandwich board sign not exceeding four feet (4') in height and six (6) square feet per sign face shall be allowed for each frontage of a tenant space in the C-1, C-2 and C/R districts. Such signs shall only be displayed during the hours that the tenant space is open for business. Such signs shall be free of dents and other damage, shall be maintained in like new appearance, shall be weighted or anchored to not tip over, and shall not impede pedestrian circulation or traffic flow.
- The Village Administrator may issue a permit for temporary freestanding exterior signs up to thirty two (32) square feet.

4-6D-14:D Video Gaming Signage: No licensed premise shall have more than one lighted and one unlighted exterior sign or interior sign visible from the exterior of the premise that advertises the presence of video gaming. Such total signage may not exceed 10 square feet.